



City of Cockburn  
Special Council Meeting  
**Agenda Paper**

For Thursday, 24 October 2019



City of Cockburn  
PO Box 1215, Bibra Lake  
Western Australia 6965

Cnr Rockingham Road and  
Coleville Crescent, Spearwood

Telephone: (08) 9411 3444  
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### **NOTICE OF MEETING**

Pursuant to Clause 2.5 of Council's Standing Orders, a Special Meeting of Council has been called for Thursday 24 October 2019. The meeting is to be conducted at 7.00 PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

The purpose of this meeting is to is for the:

- (1) Election of Deputy Mayor
- (2) Setting Elected Member Allowances
- (3) Appointment of Standing Committee Members
- (4) Appointment of Council Delegates to External Organisations
- (5) Appointment of Reference Group Members.

The Agenda will be made available on the City's website prior to the Meeting.

A handwritten signature in black ink, appearing to read 'Stephen Cain', with a stylized flourish at the end.

Stephen Cain  
**CHIEF EXECUTIVE OFFICER**

# CITY OF COCKBURN

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## **CITY OF COCKBURN**

### **AGENDA TO BE PRESENTED TO THE SPECIAL COUNCIL MEETING TO BE HELD ON THURSDAY, 24 OCTOBER 2019 AT 7.00 PM**

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- 1. DECLARATION OF MEETING**
- 2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**
- 3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.
- 4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN  
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT  
OF INTEREST (BY PRESIDING MEMBER)**
- 5. APOLOGIES & LEAVE OF ABSENCE**
- 6. PUBLIC QUESTION TIME**
- 7. DEPUTATIONS**
- 8. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE  
CONSIDERATION TO MATTERS CONTAINED IN THE  
BUSINESS PAPER PRESENTED BEFORE THE MEETING**

## **9. PURPOSE OF MEETING**

The purpose of the meeting is to is for the:

(1) Election of Deputy Mayor

(2) Setting Elected Member Allowances

(3) Appointment of Standing Committee Members

(4) Appointment of Council Delegates to External Organisations

(5) Appointment of Reference Group Members.

## 10. COUNCIL MATTERS

### 10.1 ELECTION OF DEPUTY MAYOR

**Author(s)** D Green  
**Attachments** N/A

#### **RECOMMENDATION**

That Council conduct an election for the position of Deputy Mayor, pursuant to Schedule 2.3 7(1) of the Local Government Act 1995.

#### **Background**

The Local Government Act 1995 (Schedule 2.3 7(1)) provides that the office of the Deputy Mayor is to be filled as the first matter dealt with after the election of Council.

#### **Submission**

N/A

#### **Report**

The election is to be conducted in accordance with the procedure prescribed by the Mayor. The Mayor has appointed the Chief Executive Officer (CEO) to conduct the election and has informed all Councillors that they may nominate themselves for the position, in writing, prior to the meeting. The election is to be conducted in accordance with the Act.

If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election (orally or in writing) that he/she is willing to be nominated for the office.

The Council Members are to vote on the matter by secret ballot as if they were voting at an election.

The votes are to be counted and the successful candidate is the candidate who receives the greater or greatest number of votes in accordance with Schedule 4.1, Division 2 of the Local Government Act 1995 (i.e. "first past the post" system).

If a Deputy Mayor is not elected due to equity of votes, that count is to be discontinued and, not more than seven (7) days later, a Special Meeting of Council is to be held.



Any nominations may be withdrawn and further nominations may be made before or when the Special Meeting is held.

If, at the Special Meeting, an equal number of votes exist after the count, the person conducting the election is to draw lots to determine which candidate is to be declared the Deputy Mayor.

The appointment will be in place for two years until October 2021.

The person elected by Council as Deputy Mayor has to make a declaration on the prescribed form before acting in the office.

The Declaration is to be made in the presence of an authorised person before whom a statutory declaration may be made, pursuant to Schedule 2 of the Oaths, Affidavits and Statutory Declarations Act, 2005.

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Council may provide a Deputy Mayor's Allowance.

### **Legal Implications**

Schedule 2.3 7(1) and Schedule 4.1 Division 2 of the Local Government Act, 1995 refer.

### **Community Consultation**

N/A

### **Risk Management Implications**

Failure to elect a Deputy Mayor would be in breach of the Local Government Act 1995.

### **Advice to Proponent(s)/Submitters**

Elected Members were provided advice on Monday 21 October 2019.

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.2 REVIEW OF MAYORAL AND DEPUTY MAYORAL ALLOWANCE**

|                    |   |
|--------------------|---|
| <b>Author(s)</b>   | S Downing   |
| <b>Attachments</b> | 1. Elected Members Entitlements - Allowances & Reimbursements <a href="#">↓</a> |

**RECOMMENDATION**

That Council:

- (1) set the Mayoral Allowance of \$89,753 per year, payable monthly in arrears; and
- (2) set the Deputy Mayoral Allowance of \$22,438.25 per year, payable monthly in arrears.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

Council's Policy "Elected Member Entitlements – Allowances & Reimbursements" clause (1) 1 and 2 states, "the annual local government allowance for the Mayor and Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council."

**Submission**

N/A

**Report**

As there are no known changes to the circumstances under which the Mayoral Allowance is provided, it is proposed that the Mayoral Allowance be \$89,753 which is the maximum amount provided for by the Salaries and Allowances Tribunal.

As there are no known changes to the circumstances under which the Deputy Mayoral Allowance is provided, it is proposed that the Deputy Mayoral allowance be \$22,438.25 which is the maximum amount provided for by the Regulations (i.e. a maximum of 25% of the Mayoral Allowance as set by Council).

**Strategic Plans/Policy Implications**Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

The municipal budget provides for the payment of annual Mayoral and Deputy Mayoral Allowances totalling \$112,191.25

**Legal Implications**

Section 5.98(5)(a) and Section 5.98A of the Local Government Act 1995 refer.

**Community Consultation**

N/A

**Risk Management Implications**

There are no risk management implications from the adoption or payment of the annual Mayoral and Deputy Mayor Allowances as provided for by the Local Government Act.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

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|--|---|
| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



## Policy Type

Council

## Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 ( the Act) and Local Government (Administration) Regulations 1996 ( the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

## Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

### (1) Prescribed allowances

#### 1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

#### 2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



### 3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

#### (2) Prescribed expense reimbursements

##### 1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses pursuant to s5.98(2) of the Act and Regulation 32.(a) and (b).

##### 2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

#### (3) Discretionary expense reimbursements

##### 1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

##### 2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

##### 3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
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4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
  - appropriate software
  - printer/scanner
  - broadband internet access and router
  - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
  - i. Business cards, and
  - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

**(6) Mayoral Vehicle Provision**

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

**(7) Provision of Support**

**1. Mayor**

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) the use of a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

**2. Deputy Mayor and other Councillors:**

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

- 1. Time Limit on Claims and Approval Process
  - (a) Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
  - (b) Requests for reimbursement should be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances
  - (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
  - (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
  - (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
  - (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
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subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.

- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.
- (f) Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts or the keeping of a log book before such claims are paid.

### 3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

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| <b>Strategic Link:</b>                               | Corporate Governance Charter   |
| <b>Category</b>                                      | Elected Members  |
| <b>Lead Business Unit:</b>                           | Executive  |
| <b>Public Consultation:</b><br>(Yes or No)           | No   |
| <b>Adoption Date:</b><br>(Governance Purpose Only)   | 14 March 2019  |
| <b>Next Review Due:</b><br>(Governance Purpose Only) | The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.<br><br>March 2021 |
| <b>ECM Doc Set ID:</b><br>(Governance Purpose Only)  |  |

**10.3 MAYORAL ATTENDANCE FEES**

|                    |   |
|--------------------|---|
| <b>Author(s)</b>   | S Downing   |
| <b>Attachments</b> | 1. Elected Members Entitlements - Allowances & Reimbursements <a href="#">↓</a> |

**RECOMMENDATION**

That Council pay an Annual Fee to the Mayor, in lieu of a meeting fee, of \$47,516 per annum payable monthly in arrears.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

The Local Government Act 1995, section 5.98 (1) provides that the Council may pay to Elected Members (including the Mayor), a meeting by meeting fee or an annual meeting fee for attendance at Council and Standing Committee Meetings.

**Submission**

N/A

**Report**

Council Policy "Elected Member Entitlements – Allowances and Reimbursements" provides for Elected Members (including the Mayor), in clause (1) 3 Annual Meeting Attendance Allowance, to be paid the maximum annual fee prescribed by Section 5.99 of the Local Government Act 1995 (as amended).

It is noted that the Local Government Act also provides for the payment of meeting by meeting attendance fees, which Council could consider as an alternative to the payment of an annual meeting attendance fee. The meeting by meeting attendance fee would not provide for the same amount overall and would be linked to actual number of Council and Standing Committee Meetings attended.

The meeting attendance fees are set by the Salaries and Allowances Tribunal and reviewed on an annual basis. For 2019/20 the amount for the Mayor is \$47,516.

A meeting by meeting attendance fee based on 11 Ordinary Council meetings, 4 special council meetings is \$1,189. For 14 meetings of Committees of Council (Audit and Strategic Finance Committee (3), DAPPS 4), CEO Performance Review Committee (3), Community Events Committee (1) and the Grants and Donations Committee (3) the meeting attendance fee is \$396 per meeting. Based on the above

council, special council and committee meetings the payable meeting fees would amount to \$23,379.

For voting purposes, Elected Members (including the Mayor) do not have a financial interest in the decision.

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

The municipal budget provides for the payment of annual attendance fees for Elected Members totalling \$47,516.

### **Legal Implications**

Section 5.99 of the Local Government Act 1995 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

There are no risk management implications from the adoption or payment of the annual attendance fees as provided for by the Local Government Act 1995.

### **Advice to Proponent(s)/Submitters**

N/A

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



## Policy Type

Council

## Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 ( the Act) and Local Government (Administration) Regulations 1996 ( the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

## Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

### (1) Prescribed allowances

#### 1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

#### 2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

[1]

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| <b>Policy Number</b><br>(Governance Purpose) |   |



### 3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

#### (2) Prescribed expense reimbursements

##### 1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses pursuant to s5.98(2) of the Act and Regulation 32.(a) and (b).

##### 2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

#### (3) Discretionary expense reimbursements

##### 1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

##### 2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

##### 3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
  - appropriate software
  - printer/scanner
  - broadband internet access and router
  - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

[3]

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
  - i. Business cards, and
  - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

(6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

(7) Provision of Support

1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) the use of a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

2. Deputy Mayor and other Councillors:

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

- 1. Time Limit on Claims and Approval Process
  - (a) Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
  - (b) Requests for reimbursement should be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances
  - (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
  - (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
  - (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
  - (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.

- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.
- (f) Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts or the keeping of a log book before such claims are paid.

### 3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

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| <b>Strategic Link:</b>                               | Corporate Governance Charter   |
| <b>Category</b>                                      | Elected Members  |
| <b>Lead Business Unit:</b>                           | Executive  |
| <b>Public Consultation:</b><br>(Yes or No)           | No   |
| <b>Adoption Date:</b><br>(Governance Purpose Only)   | 14 March 2019  |
| <b>Next Review Due:</b><br>(Governance Purpose Only) | The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.<br><br>March 2021 |
| <b>ECM Doc Set ID:</b><br>(Governance Purpose Only)  |  |

## 10.4 COUNCILLOR ATTENDANCE FEES

|                    |   |
|--------------------|---|
| <b>Author(s)</b>   | S Downing   |
| <b>Attachments</b> | 1. Elected Member Entitlements - Allowances and Resimbursements <a href="#">↓</a> |

**RECOMMENDATION**

That Council pay an Annual Fee to Councillors, in lieu of a meeting fee, of \$31,678 per annum payable monthly in arrears.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Background**

The Local Government Act 1995, section 5.98 (1) provides that the Council may pay to Elected Members, a meeting by meeting fee or an annual meeting fee.

**Submission**

N/A

**Report**

Council Policy "Elected Member Entitlements – Allowances and Reimbursements" provides for Elected Members, in clause (1) 3 Annual Meeting Attendance Allowance, to be paid the maximum annual fee prescribed by Section 5.99 of the Local Government (Administration) Regulations 1996 (WA) (as amended).

It is noted that the Local Government Act, 1995 also provides for the payment of meeting by meeting attendance fees, which Council could consider as an alternative to the payment of an annual meeting attendance fee. The meeting by meeting attendance fee would not provide for the same amount overall and would be linked to actual attendance at Meetings.

The meeting attendance fees are set by the Salaries and Allowances Tribunal and reviewed on an annual basis. For 2019/20 the annual amount for a Councillor is \$31,678.

The meeting by meeting attendance fee based on 11 Ordinary Council meetings, 4 Special Council Meetings is \$793 for an Elected Member. For 14 meetings of Committees, being Audit and Strategic Finance Committee (3), DAPPS (4), CEO Performance Review Committee (3), Community Events Committee (1) and the Grants and Donations Committee (3) the meeting attendance fee is \$396 per meeting. Based on the above Council, Special Council and Standing Committee

meetings the total meeting fees would amount to \$17,439 for Elected Members.

For voting purposes, Elected Members do not have a financial interest in the decision.

Elected Members affected by this item are Councillors only, as the Mayor's Meeting Fee is the subject of a separate Council resolution.

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

The municipal budget provides for the payment of annual attendance fees for Elected Members totalling \$285,102.

### **Legal Implications**

Section 5.98 (1) of the Local Government Act 1995 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

There are no risk management implications from the adoption or payment of the annual attendance fees as provided for by the Local Government Act.

### **Advice to Proponent(s)/Submitters**

N/A

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

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|--|---|
| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



## Policy Type

Council

## Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 ( the Act) and Local Government (Administration) Regulations 1996 ( the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

## Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

### (1) Prescribed allowances

#### 1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

#### 2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



### 3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

#### (2) Prescribed expense reimbursements

##### 1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses pursuant to s5.98(2) of the Act and Regulation 32.(a) and (b).

##### 2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

#### (3) Discretionary expense reimbursements

##### 1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

##### 2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

##### 3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

[2]

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|--|---|
| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
  - appropriate software
  - printer/scanner
  - broadband internet access and router
  - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

[3]

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
  - i. Business cards, and
  - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

(6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

(7) Provision of Support

1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) the use of a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

2. Deputy Mayor and other Councillors:

[4]

|  |   |
|--|---|
| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

**(8) Insurance**

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

**(9) Policy Administration**

- 1. Time Limit on Claims and Approval Process
  - (a) Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
  - (b) Requests for reimbursement should be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances
  - (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
  - (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
  - (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
  - (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.

- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.
- (f) Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts or the keeping of a log book before such claims are paid.

### 3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

|  |  |
|--|--|
| <b>Strategic Link:</b>                               | Corporate Governance Charter   |
| <b>Category</b>                                      | Elected Members  |
| <b>Lead Business Unit:</b>                           | Executive  |
| <b>Public Consultation:</b><br>(Yes or No)           | No   |
| <b>Adoption Date:</b><br>(Governance Purpose Only)   | 14 March 2019  |
| <b>Next Review Due:</b><br>(Governance Purpose Only) | The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.<br><br>March 2021 |
| <b>ECM Doc Set ID:</b><br>(Governance Purpose Only)  |  |

## 10.5 INFORMATION AND COMMUNICATION (ICT) ALLOWANCE

|                    |  |
|--------------------|--|
| <b>Author(s)</b>   | S Downing  |
| <b>Attachments</b> | 1. Elected Members Entitlements - Allowance & Reimbursements <a href="#">↓</a> |

### RECOMMENDATION

That Council pay an Information Communication Technology Allowance of \$3,500 per annum, payable in advance, to all Elected Members.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

### Background

The Local Government Act 1995, Section 5.99 (B) provides that the Council may pay to Elected Members, an allowance in lieu of reimbursement of information communication technology expenses.

### Submission

N/A

### Report

Council Policy “Elected Members Entitlements – Allowances & Reimbursements” states that:

#### **1. Information and Communications Technology (ICT) Allowance**

*It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance with the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided in each annual budget. The ICT allowance is for costs relating to:*

- a. telephone rental at the Members’ private residences*
- b. Council related charges for telephone calls made from telephones located at the Members’ residences*
- c. mobile telephone rental and call charge plans and*
- d. Laptop, iPad or any desktop computer (with monitor), including;*
  - appropriate software*

- *printer/scanner*
- *broadband internet access and router, and*
- *associated consumables*

Council also provides Elected Members with technology devices from time to time, for specific purposes associated with their Council related functions (e.g. iPads/laptops for Council Agenda access). These devices are not included in this allowance and remain the property of Council.

For voting purposes, Elected Members do not have a financial interest in the decision.

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

The municipal budget provides for the payment of the annual ICT Allowances totalling \$35,000.

### **Legal Implications**

Section 5.99B of the Local Government Act 1995 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

There are no risk management implications from the adoption or payment of the ICT Allowances as provided for by the Local Government Act, 1995.

### **Advice to Proponent(s)/Submitters**

N/A

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

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|--|---|
| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



## Policy Type

Council

## Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 ( the Act) and Local Government (Administration) Regulations 1996 ( the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

## Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

### (1) Prescribed allowances

#### 1. Mayoral Allowance

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

#### 2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



### 3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

#### (2) Prescribed expense reimbursements

##### 1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses pursuant to s5.98(2) of the Act and Regulation 32.(a) and (b).

##### 2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

#### (3) Discretionary expense reimbursements

##### 1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

##### 2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

##### 3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

[2]

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
  - appropriate software
  - printer/scanner
  - broadband internet access and router
  - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

[3]

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
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- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
  - i. Business cards, and
  - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

(6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

(7) Provision of Support

1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) the use of a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

2. Deputy Mayor and other Councillors:

[4]

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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
| <b>Policy Number</b><br>(Governance Purpose) |   |



The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

- 1. Time Limit on Claims and Approval Process
  - (a) Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
  - (b) Requests for reimbursement should be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances
  - (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
  - (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
  - (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
  - (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any

[5]



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| <b>Title</b>                                 | <b>Elected Members Entitlements – Allowances &amp; Reimbursements</b> |
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subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.

- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.
- (f) Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts or the keeping of a log book before such claims are paid.

### 3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

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| <b>Strategic Link:</b>                               | Corporate Governance Charter   |
| <b>Category</b>                                      | Elected Members  |
| <b>Lead Business Unit:</b>                           | Executive  |
| <b>Public Consultation:</b><br>(Yes or No)           | No   |
| <b>Adoption Date:</b><br>(Governance Purpose Only)   | 14 March 2019  |
| <b>Next Review Due:</b><br>(Governance Purpose Only) | The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.<br><br>March 2021 |
| <b>ECM Doc Set ID:</b><br>(Governance Purpose Only)  |  |

**10.6 MEMBERSHIP OF THE AUDIT AND STRATEGIC FINANCE COMMITTEE****Author(s)** D Green**Attachments** 1. Terms of Reference (Amended) [↓](#)**RECOMMENDATION**

That Council

- (1) appoints Mayor Howlett and 3 Councillors (1 per ward) to the Audit and Strategic Finance Committee and 3 Councillors (1 per ward) as deputies;
- (2) adopts the attached Terms of Reference for the Committee; and
- (3) pursuant to Section 7.1B of the Local Government Act, 1995, (The Act) delegate the authority of Council to meet with Auditor to the Committee, as required by Section 7.12A of the Act.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Background**

Part 7 of the Local Government Act, 1995 prescribes matters dealing with audits (financial and non – financial) and financial accounts of local governments and requires that all local governments establish an Audit Committee. It is a further requirement that Council appoints at least three elected members to the Committee. The City of Cockburn established its Audit Committee in 2005 and expanded the functions of the Committee to be known as the Audit and Strategic Finance Committee in 2009.

**Submission**

N/A

**Report**

Membership of the Audit and Strategic Finance Committee may comprise only of elected members, however can also include other persons, subject to the majority of Committee members being elected members of the Council. The City of Cockburn chose to include an external member to the Committee in 2019 for a one year term, to determine if there was a benefit to having an independent member. This arrangement will be reviewed in 2020, once an assessment of the role has been undertaken.

Specifically, employees of the local government are excluded from becoming members of the Committee. Retiring members of the Committee are Mayor Howlett (*ex – officio* appointment) and Councillors Smith, Allen, Separovich and Reeve – Fowkes.

To ensure that quorum requirements are sustained, it is recommended that Council appoints the Mayor and one councillor per ward (four in total) as members and a further one councillor per ward (3 in total) as deputies.

An amended Terms of Reference (TOR) is attached to Agenda for Council's consideration.

An Audit Calendar will be prepared, based on statutory timeframes and ongoing functions required to be undertaken by the Committee, to ensure that sufficient resources can be allocated to these matters during the term of the Committee.

It is considered appropriate for the Council to delegate the function of meeting with the Office of Auditor General (OAG) and its contracted external auditor to eliminate the requirement for the Auditor to present the same reports to both the Committee and the Council, as required by the Act (Section 7.12A).

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

Part 7 of the Local Government Act, 1995 and the Local Government (Audit) Regulations refer.

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a "Moderate" level of "Non – Compliance" associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

## AUDIT AND STRATEGIC FINANCE COMMITTEE

### TERMS OF REFERENCE

#### 1. Background

1.1 The Audit and Strategic Finance Committee (A&SFC) is a formally appointed Committee of Council.

1.2 The A&SFC does not have executive powers or authority to implement actions in areas over which the administration (management) has responsibility and is independent of the administration

#### 2. Objectives and Duties

2.1 As part of Council's obligations, the A&SFC facilitates:

- i. An appropriate **internal audit** program and **external financial audit** reporting
- ii. The examination of an Audit Report received and follow up of any matters raised by the Report and subsequent management letter to ensure appropriate action is taken in respect of those matters
- iii. Vetting and responding to Office of Auditor General (OAG) Local Government performance audits, whether the City is directly involved or not.
- iv. Effective management of financial and other risks
- v. The protection of Council assets
- vi. Compliance with Regulation 17 of the Local Government (Audit) Regulations 2013 in relation to –
  - a. Risk management
  - b. Internal control and
  - c. Legislative compliance,
 And to review the appropriateness and effectiveness of the systems and procedures in relation to these matters on a triennial basis (every three (3) financial years
- vii. The review of the CEO's Report given to it under;
  - a. Regulation 17(3) of the Local Government (Audit) Regulations 2013 and
  - b. Regulation 5(2)(c) of the Local Government (Financial Management ) Regulations 1996
- viii. Effective communication between the external auditor, internal audit, administration (management) and the Council
- ix. Compliance with the Council functions under Part 6 of the Local Government Act 1995 (The Act) in relation to financial management
- x. Compliance with the Council functions under Part 7 of the Act in relation to Audit requirements

2.2 The A& SFC performs any other function conferred on it by the Act, Regulations or any other written law

#### 3. Membership

- 3.1 The Committee will comprise of three or more elected members of Council and an independent external member appointed by Council. The Mayor may be appointed on an *ex officio* basis, upon indication to this effect.
- 3.2 The Chief Executive Officer (CEO) and the officer/s responsible for the internal audit function shall attend meetings. Other City officers, under the direction of the CEO, may attend meetings to advise and provide information, as required, as well as provide administrative and secretarial support
- 3.3 Representatives of the OAG and the contracted external auditor should be invited to attend at the discretion of the Committee, but **must** attend meetings where the draft annual financial Report and results of the external audit are to be considered

#### 4. Meetings

- 4.1 The Committee shall meet three (3) times each year in November, March and July and on any other occasion as called by the Presiding Member, the Committee or the Council
- 4.2 An Audit Committee Calendar will be produced as guidance for the matters to be included on each regular Meeting Agenda and will be arranged to coincide with legislative timeframes, where necessary
- 4.3 The Committee will be delegated the authority to meet with the appointed external auditor, as required by Section 7.12A of the Act

#### 5. Reporting

- 5.1 The Committee shall after every meeting prepare Minutes to be forwarded to the next practicable ordinary Council Meeting for consideration by Council. The accompanying Officer Report will include any specific recommendations and a summary of the items considered at the Committee Meeting

**10.7 MEMBERSHIP OF THE CHIEF EXECUTIVE OFFICER'S AND SENIOR STAFF PROJECTS APPRAISAL COMMITTEE****Author(s)** D Green**Attachments** 1. Amended Terms of Reference [↓](#)**RECOMMENDATION**

That Council

- (1) appoints Mayor Howlett and 3 councillors (1 per ward) to the Chief Executive Officer's and Senior Staff Key Projects Appraisal Committee and 3 councillors (1 per ward) as deputies; and
- (2) adopts the Terms of Reference for the Committee, as attached.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Background**

This Committee was established in 2005. Its primary functions are to review the performance of the Chief Executive Officer (CEO), in accordance with the negotiated contract of employment and Section 5.38 of the Local Government Act 1995 (The Act). This includes providing recommendations to Council in relation to the remuneration of the CEO and assessing relevant outcomes in accordance with the applicable Key Performance Indicators for the CEO. In addition, the Committee assesses and approves Key Projects to be allocated to the City's Senior Staff (Directors) for the relevant financial year.

**Submission**

N/A

**Report**

The tenure of members appointed to the Committee is for a period of two years in line with the biennial elections cycle. The retiring members are Mayor Howlett (*ex – officio* appointment) and Councillors Allen, Reeve – Fowkes, Pratt and Terblanche. For the purposes of sustaining a quorum, it is recommended that the Mayor and three councillors (1 from each ward) be appointed as members, with three councillors (1 from each ward) appointed as deputies.

An amended Terms of Reference is attached for Council's consideration.

**Strategic Plans/Policy Implications****Leading & Listening**

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Nil

**Legal Implications**

Section 5.38 of the Local Government Act 1995 and Regulation 18D of the Local Government (Administration) Regulations 1996 refer.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Non – Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



**CHIEF EXECUTIVE OFFICER PERFORMANCE AND SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE****TERMS OF REFERENCE****1 Background**

- 1.1 The Chief Executive Officer Performance Review and Senior Staff Key Projects Appraisal (CEOPR & SSKPA) Committee is a formally appointed Committee of Council.
- 1.2 Section 5.38 of the Local Government Act 1995 and Regulation 18D of the Local Government (Administration) Regulations 1996 requires that the local government (Council) undertake a review of the performance of the Chief Executive Officer (CEO) on at least an annual basis.

**2 Objectives and Duties**

- 2.1 The CEOPR & SSKPA Committee is responsible for setting the Key Performance Indicators (KPIs) related to the CEO role and for monitoring the progress of achieving the KPIs. In determining the extent and ongoing status of the KPIs, the Committee may resource the assistance of external expertise to monitor and make recommendations to the Committee on the performance of the CEO.
- 2.2 The Committee will also assist the CEO in recommending a number of Key Projects to be managed by the City's appointed Senior Employees (Directors) each year under the Performance and Reward System (PARS). Status updates on these Projects will be provided to the Committee at least once annually.

**3 Membership**

- 3.1 The CEOPR & SSKPA Committee will comprise of at least three (3) elected members who shall be appointed by Council, following the biennial elections.
- 3.2 The Mayor may be appointed to the Committee on an *ex officio* basis, upon indicating to this effect.
- 3.3 City staff, under the direction of the CEO, shall provide secretarial and administrative support to the Committee

**4 Meetings**

- 4.1 The Committee shall meet at least three (3) times each year, in November, February and July and on other occasions as may be determined by either the Presiding Member the Committee or the Council.
- 4.2 Any external Consultant or officer of the City of Cockburn may be invited to attend any Meeting of the Committee to address a particular item of business on the Agenda
- 4.3 The CEO and / or any City Officers in attendance at the Committee Meetings may be required to leave the Meeting upon a motion to that effect being carried at the Meeting. In addition, the CEO will be required to declare a Financial Interest in any item to be considered at the Committee Meeting which impacts on the Employment Contract of the CEO

**5      Reporting**

- 5.1 The Committee shall ensure that the Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered. The Report to Council accompanying the Minutes shall provide a summary of the matters considered by the Committee.

**10.8 MEMBERSHIP OF THE DELEGATED AUTHORITIES AND POLICIES (DAP) COMMITTEE****Author(s)** D Green**Attachments** 1. Amended Terms of Reference [↓](#)**RECOMMENDATION**

That Council

- (1) appoints Mayor Howlett and three councillors (one for each ward) as members of the Delegated Authorities and Policies Committee and three councillors (one for each ward) as deputies; and
- (2) adopts the amended Terms of Reference for the Committee, as attached to the Agenda.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Background**

In 2011, the Delegated Authorities, Policies and Position Statements (DAPPS) Committee was formally established. One of the primary functions of the Committee was to conduct an extensive review of the Council's adopted DAPPS documents, with a view to streamlining the process associated with setting and adopting suitable Policy positions and delegating an appropriate level of its functional authority to be performed at the administrative level.

As with all formally appointed Committees of Council, the terms of current members expires at the biennial cycle of local government elections.

**Submission**

N/A

**Report**

During the past two year period, an intensive exercise of review has been undertaken by the Committee to ensure the Council's Policy regime is appropriate for the contemporary requirements and standards of the City.

That program has resulted in a more efficient and streamlined register of Council policies and instruments of delegated authority. Many of the previous "policy" documents have been eliminated and become functions of the administration, to enable Council to concentrate on

strategic direction and issues of large scale priority for the benefit of the community.

Notwithstanding, Policy development forms an important monitoring function of the Council and it is considered appropriate that a DAP Committee continue to perform this role and make relevant recommendations to Council on a regular basis.

Retiring members of the previous DAPPS Committee are Mayor Howlett (*ex – officio* appointment) and councillors Smith, Separovich, Reeve – Fowkes and Sands. For the purpose of sustaining quorum requirements, it is recommended that membership includes one councillor from each ward as members and deputies.

An amended Terms of Reference is also attached for Council's consideration.

### **Strategic Plans/Policy Implications**

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

Nil

### **Legal Implications**

Section 2.7(2)(b) of the Local Government Act 1995 refers.

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a "Moderate" level of "Non – Compliance" risk associated with this item.

### **Advice to Proponent(s)/Submitters**

N/A

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**DELEGATED AUTHORITIES AND POLICIES COMMITTEE****TERMS OF REFERENCE****1 Background**

- 1.1 The Delegated Authorities and Policies (DAP) Committee is a formally appointed Committee of Council
- 1.2 Section 2.7 (2) (b) of the Local Government Act 1995 stipulates that it is the role of the Council to “determine the local government’s policies”. The City of Cockburn has established the DAP Committee to assist with this requirement and streamline the process

**2 Objectives and Duties**

- 2.1 The Committee will be responsible for the regular and timely review of the Council Policy documents and instruments of Delegated Authority. This includes the consideration of new Policy statements, as appropriate, but does not incorporate Policies of an Administrative nature, which are the responsibility of the Chief Executive Officer (CEO) to consider and authorise

**3 Membership**

- 3.1 The DAP Committee will comprise of at least three (3) elected members who shall be appointed by Council, following each biennial election cycle
- 3.2 The Mayor may be appointed to the Committee on an *ex officio* basis, upon indication to this effect
- 3.3 The CEO, Executive and administrative staff, under the direction of the CEO, shall attend each Meeting the Committee to provide the necessary advisory, administrative and secretarial support to the Committee

**4 Meetings**

- 4.1 The Committee shall meet at least four (4) times each year, on the fourth (4<sup>th</sup>) Thursday in August, November, February and May and on any other occasions as may be called by either the Presiding Member the Committee or the Council
- 4.2 Any external Consultant or other officer of the Council may be invited to attend any Meeting of the Committee to address any particular item of business on the Agenda

**5 Reporting**

- 5.1 The Committee shall ensure that the Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered. The Report to Council accompanying the Minutes shall provide a summary of the

matters considered by the Committee and any relevant clarifying commentary

**10.9 MEMBERSHIP OIF THE GRANTS AND DONATIONS COMMITTEE**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) appoint Mayor Howlett and three councillors (one from each ward) as members of the Grants and Donations Committee and three councillors (one from each ward) as deputies; and
- (2) adopt the amended Terms of Reference for the Committee.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

This Committee was established in 2005, with its primary function being to make recommendations to Council for the allocation of Grants, Donations and Sponsorships, following the assessment by staff, of applications from individuals and organisations in line with criteria established by Council Policy.

**Submission**

N/A

**Report**

The tenure of the Committee members expired in conjunction with the biennial election cycle for local government. Retiring Council Members are Mayor Howlett (*Ex – Officio* appointment) and councillors Smith, Separovich, Reeve – Fowkes, Eva and Pratt.

In order to sustain a quorum, it is recommended that Council nominate three councillors as members (one from each ward) and three as deputies (one from each ward).

**Strategic Plans/Policy Implications**Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Council Policy – “Budget and Business Planning” provides for up to 2.0% of rate revenue to be allocated for distribution to “Grants, Donations and Sponsorship” in accordance with Council Policy and Guidelines.

**Legal Implications**

Section 6.2(2) of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations refer.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Non – Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Council is satisfied that the distribution of funds to the community is performed and managed in an efficient and effective manner.



**GRANTS AND DONATIONS COMMITTEE****TERMS OF REFERENCE****1. Background**

- 1.1 The Grants and Donations (GAD) Committee is a formally appointed Committee of Council
- 1.2 Council Policy "Budget and Business Planning" states that *"Provisional allocation for Grants and Donations is to up to a maximum of 2.0% of Rates Revenue (excluding waste management and community surveillance Service Charges and Interim Rates). Council Committee to make recommendations regarding individual Grants, Donations and Sponsorships"*.

**2. Objectives and Duties**

- 2.1 Council has an adopted Policy titled "Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) which provides a framework for the provision of funding allocated by Council for distribution to worthwhile individuals and community initiated projects. The GAD Committee is responsible for assessing and recommending the allocation of funding in the Major Donations and Significant Sponsorship Categories of the Policy, as well as considering applications for Funding proposals received outside of established guidelines.
- 2.2 The GAD Committee will monitor the expenditure of funds from the annual allocation of funds to the Grants, Donations and Sponsorship Budget
- 2.3 The GAD Committee will be responsible for reviewing the Community Funding Guidelines and recommending any proposed amendments, as considered appropriate.

**3. Membership**

- 3.1 The GAD Committee will comprise of at least three (3) elected members who shall be appointed by Council, following each biennial election cycle
- 3.2 The Mayor may be appointed on an *ex officio* basis, upon indication to this effect
- 3.3 Relevant Senior staff shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee

**4. Meetings**

- 4.1 The Committee shall meet at least three (3) times each year, in April, July and October, to consider the annual allocation of Council funding and identify the amounts apportioned to each category and applications received in accordance with the adopted Council Policy and Guidelines. The Committee may meet on other occasions considered appropriate by the Presiding Member, Committee or Council

**5. Reporting**

5.1 The Committee shall ensure that that Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered. The Report to Council accompanying the Minutes shall provide a summary of the matters considered by the Committee and any relevant clarifying commentary

**10.10 MEMBERSHIP OF THE COCKBURN COMMUNITY EVENTS COMMITTEE**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) appoints Mayor Howlett and three councillors (one from each ward) as members of the Cockburn Community Events Committee and three councillors (one from each ward) as deputies; and
- (2) adopts the amended Terms of Reference as attached to the Agenda.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**Background**

This Committee was established in June 2014 for the purpose of providing recommendations to Council on the annual community events program funded in the Budget in accordance with Council Policy.

**Submission**

N/A

**Report**

The tenure of membership for the Committee expires in line with the biennial election cycle. Retiring members of the Committee are Mayor Howlett (*ex – officio* appointment) and councillors Smith, Reeve – Fowkes, Eva, Pratt and Sands.

For the purpose of sustaining a quorum, it is recommended that a councillor from each ward be appointed as members and a councillor from each ward be appointed as a deputy.

**Strategic Plans/Policy Implications**Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Council Policy “Budget and Business Planning” provides for up to 1.0% of Rates Revenue to be allocated to community events.

**Legal Implications**

Section 6.2(2) of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations refer.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Non – Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Council is satisfied that funds allocated to community events is managed efficiently and effectively.

**COCKBURN COMMUNITY EVENTS COMMITTEE****TERMS OF REFERENCE****1      Background**

- 1.1 The Cockburn Community Events Committee (CCEC) is a formally appointed Committee of Council
- 1.2 Council Policy "Budget and Business Planning" states that  
*"Provisional allocation for Community Events is to be up to a maximum of 1.0% of Rates Revenue (excluding Waste Management and Community Surveillance Service Charges and Interim Rates). Council to approve a Calendar of Events."*
- 1.3 Council has resolved that this process be monitored and overseen by the CCEC

**2      Objectives and Duties**

- 2.1 The CCEC will be responsible for the review of the annual community events programme funded by Council and to recommend a calendar of events for the following financial year
- 2.2 The CCEC will be presented with a report on the statistics for the previous year's events programme to demonstrate the success (or otherwise) of the various events and to review the community feedback received for the adopted events

**3      Membership**

- 3.1 The CCEC will comprise of at least (3) elected Members who shall be appointed by Council, following each biennial election cycle
- 3.2 The Mayor may be appointed on an *ex officio* basis, upon indication to this effect
- 3.3 Relevant staff shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee

**4      Meetings**

- 4.1 The CCEC shall meet at least annually in May to consider the review of the previous year's activities and recommend a proposed calendar of events for the following financial year, in accordance with Council Policy. The CCEC may meet on other occasions considered appropriate by the Presiding Member, Committee or Council

**10.11 MEMBERSHIP - LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**

**Author(s)** D Green

**Attachments** 1. EMA Extract [↓](#)  
2. LEMC Arrangements [↓](#)

**RECOMMENDATION**

That Council

- (1) appoints Mayor Howlett and three councillors (one from each ward) as members of the Local Emergency Management Committee; and
- (2) seeks representatives from the following organisations to be appointed as representatives to the Committee:
  1. WA Police Service - South Metro Sub District Local Emergency Coordinator
  2. Cockburn State Emergency Service
  3. Jandakot and South Coogee Volunteer Bush Fire Brigade
  4. Department of Fire and Emergency Services
  5. Cockburn Volunteer Sea Search and Rescue
  6. Department of Biodiversity, Conservation and Attractions
  7. St John Ambulance WA
  8. Department for Communities
  9. Fiona Stanley Hospital
  10. Australian Red Cross (WA), and
  11. Jandakot Airport Holdings

**Background**

All local governments in WA are required to establish a Local Emergency Management Committee (LEMC), pursuant to the Emergency Management Act 2005 (EMA). An extract of the relevant provisions of the EMA is attached. Consequently, Council established the Committee in 2007.

**Submission**

N/A

**Report**

The EMA provides for the LEMC to comprise of members appointed by Council, one of which must be the Local Emergency Coordinator, who is attached to the District Office of the WA Police Service. The LEMC also typically includes membership from organisations which perform a role in the preparation and implementation of counter emergency plans and operations. It is recommended that Council follows this structural model for the next period of tenure for the LEMC.

The EMA also provides for the State Emergency Management Committee to determine the constitution, procedures and terms / conditions of appointment for the LEMC members. These are identified in the attached Policy No. 2.5. This document also establishes the regularity of the LEMC meetings and the matters which it should consider. Other procedures, functions and arrangements to be undertaken by the LEMC are also contained within the Policy.

Previous Council representatives appointed to the LEMC were Mayor Howlett and Councillors Reeve – Fowkes and Separovich. Administrative support is to be provided by the City of Cockburn.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide safe places and activities for residents and visitors to relax and socialise.

Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

**Budget/Financial Implications**

N/A

**Legal Implications**

Section 38 of the Emergency Management Act 2005 refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Non Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



Attach 2

WESTERN AUSTRALIA

STATE EMERGENCY MANAGEMENT COMMITTEE

**EMERGENCY MANAGEMENT IN LOCAL  
GOVERNMENT DISTRICTS****State Emergency Management Policy No. 2.5****Amendment List**

| No | Date       | Details   | By |
|----|------------|---|----|
|    | 20/3/07    | Initial issue replaces SEMC Policy Statement No.3 | AR |
|    | 01/12/2009 | Re-issue after consultation                       | HW |
|    |            |   |    |
|    |            |   |    |
|    |            |   |    |
|    |            |   |    |
|    |            |   |    |
|    |            |   |    |

**RESPONSIBLE OFFICER:** Executive Officer, State Emergency Management Committee**DATE FOR REVIEW:** 1 December 2012**APPROVED AT SEMC MEETING  
RESOLUTION NO:** 111/2009**DATE APPROVED:** 1 December 2009

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**State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts**Document Set ID: 4423057  
Version: 1, Version Date: 15/10/2015Document Set ID: 6769426  
Version: 1, Version Date: 22/10/2017

**DEFINITIONS**

1. Terminology used throughout the series of Emergency Management Policy shall have the meaning as prescribed in section 3 of the *Emergency Management Act 2005* (the Act).
2. In addition, the following definitions, apply to this policy:
  - a. **LOCAL COMMUNITY** – The segment of society being considered by local governments for planning purposes. In this instance a local community is the population that is within a local government district.
  - b. **LOCAL GOVERNMENT** – means:
    - i. a local government established under the *Local Government Act 1995*;
    - ii. two or more local governments (the "combined local government") that have united under the provisions of section 34(1) of the *Emergency Management Act 2005* (see Attachment 1 for a template for a request for approval from SEMC for local governments to combine); and
    - iii. a public authority specified under the provisions of section 35(1) of the *Emergency Management Act 2005* to perform and exercise all of the functions of a local government under Part 3 of the Act in the area specified.
  - c. **LOCAL GOVERNMENT OFFICE** – A reference to the local government's office includes:
    - i. the office of a local government referred to in 2.b.i;
    - ii. the offices of each local government that is part of a "combined local government" referred to in 2.b.ii; and
    - iii. the office, in or near the specified area, of a specified public authority referred to in 2.b.iii.
  - d. **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – The arrangements for emergency management in a local government's district as provided for in section 41 of Act.

**INTRODUCTION**

3. Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.
4. Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery activities.
5. Local governments are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.

**AUTHORITY**

6. This State emergency management policy is prepared under the authority of section 17 of the *Emergency Management Act 2005*.

**RESPONSIBILITY FOR REVIEW**

7. The Responsible Officer for this policy shall conduct a review of the policy by the agreed review date.

**APPLICATION**

8. This policy applies to all local governments, local emergency management committees, emergency management agencies and the community participating in the development of the local emergency management arrangements.

**AIM**

9. The aim of this policy is to provide direction and advice to local governments on their responsibilities with respect to emergency management for their district and should be read in conjunction with the procedure (ADP-5) and guide (Local Emergency Management Arrangements Guide) that complement it.

**LOCAL EMERGENCY MANAGEMENT PLANNING PRINCIPLES**

10. Local emergency management planning is based upon the emergency management concept of the "prepared community". A prepared community has developed effective Emergency Management arrangements at the local level, resulting in:

- a. an alert, informed and active community which supports its voluntary organisations;
- b. an active and involved local government;
- c. agreed and coordinated arrangements for prevention, preparedness, response and recovery (i.e., local emergency management arrangements); and
- d. an appropriate knowledge of emergency management arrangements.

11. The principles of local emergency management planning underpinning this concept are as follows:

- a. Community Based. Planning is based on communities generally using local government districts as the smallest community group and one of manageable size. However, depending on the circumstances, a local government can be sub-divided for emergency management purposes, into two or more separate community groups. Similarly, two or more local governments may combine with the approval of the State Emergency Management Committee (SEMC) [s. 34 of the Act] for emergency management purposes. Requests for SEMC approval to combine are to be referred through the relevant District Emergency Management Committee (DEMC).
- b. Use of Existing Resources. Emergency management arrangements should be based on the utilisation of existing resources and organisations. Responsibilities should be allocated to existing local agencies/industries and resourcing for emergencies should come from the existing pool of resources in the local community. Resource support for large and/or complex emergencies may be sourced through existing State-wide resources within emergency management agencies.
- c. Capabilities and Legal Responsibilities. All local governments are required to ensure that local emergency management arrangements are prepared for their districts [s. 41(1) of the Act]. Local emergency management arrangements should reflect the emergency management capabilities and responsibilities of the agencies and

industries involved, and recognise and comply with any of their statutory responsibilities.

- d. Emergency Functions. The allocation of responsibilities within local arrangements should, as far as is possible, follow the State emergency management arrangements. Any variation must be detailed in the local arrangements. The emergency function of an agency/industry should reflect its normal function. Additional functions should only be allocated with the full agreement of the agency/industry concerned. Day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of an emergency.
- e. All Hazards. Adopting the comprehensive and integrated approach, local emergency management arrangements should address all the emergencies that are likely to occur in the community.

The development of specific local hazard management plans and standard operating procedures is the responsibility of the relevant Hazard Management Agency, for each of the hazards likely to affect the community. It should be noted that a number of Hazard Management Agencies have district rather than local hazard plans.

- f. Emergency Risk Management (ERM) Process. This systematic process produces a range of risk treatment measures that address the emergencies that are likely to occur and contribute to the wellbeing of communities and the environment. The process is most effective when based on stakeholder consultation and participation. The ERM process is the first step towards developing effective local emergency management arrangements.

#### **RESPONSIBILITIES IN RELATION TO EMERGENCY MANAGEMENT ARRANGEMENTS**

12. Key responsibilities relevant to local emergency management arrangements are as follows:

- a. Local Government – subject to the Act the responsibilities of local governments are:
  - i. to ensure that effective local emergency management arrangements are prepared and maintained for its district;
  - ii. to manage recovery following an emergency affecting the community in its district;
  - iii. to establish one or more local emergency management committees for its district;
  - iv. to make its emergency management arrangements available for inspection, free of charge, by members of the public during office hours;
  - v. to keep a copy of its local emergency management arrangements at the offices of the local government.
- b. Local Emergency Management Committees (LEMC)
  - i. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
  - ii. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
  - iii. to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

**Note:** LEMCs are an emergency planning body and although they will often incorporate members from operational (HMA, combat and support) agencies their role is not operational or one of response.

- c. District Emergency Management Committee – to provide advice and support to local emergency management committees in relation to draft local emergency management arrangements [ref: SEMP 2.5, par 31] and the development of an exercise schedule
- d. Local Emergency Coordinators – to provide advice and support to the local emergency management committee in the development and maintenance of local emergency management arrangements for the district.
- e. Local Recovery Coordinators - responsible for preparing, maintaining and testing the local government's Local Recovery Plan and for coordinating the local recovery activities following a particular event as directed by the local government. (See Local Recovery Planning Guide for further description of this role.)
- f. Hazard Management Agency (HMA) - responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed [s. 4(3) of the Act].
- g. Combat Agency – responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s. 6(2) of the Act].
- h. Support Organisation – responsible for providing support functions prescribed by the regulations in relation to that organisation [s. 6(4) of the Act].

#### LOCAL EMERGENCY MANAGEMENT COMMITTEES

- 13. A local government is to establish one or more local emergency management committees (LEMC) for their district [s. 38 of the Act].
- 14. If more than one LEMC is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- 15. A LEMC may consist of:
  - a. council members, employees and other persons;
  - b. council members and other persons; or
  - c. employees and other persons.
- 16. LEMC membership:
  - a. Chairman: appointed by the relevant local government [s. 38(3) of the Act];
  - b. Local Emergency Coordinator(s): appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act], when not appointed as the Chairman;
  - c. In order for emergency management to be effective at the local level, the SEMC recommends that, in addition to those members specified in the Act, LEMC membership should include:
    - i. Local government representative: when a local government representative is not appointed as the Chairman;
    - ii. Representatives from local Emergency Management Agencies in the local government district, e.g., FESA representative, health/medical representative, welfare support representative; and

- iii. Any other representatives as shall be determined by the local government e.g., community champions.

17. Other members may be included as determined by the local government, such as community groups (e.g., CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community representatives and the Local Recovery Coordinator. Consideration should be given to including key indigenous stakeholders from the local community within the local emergency management and recovery committees to provide advice and guidance to the LEMC to ensure appropriate engagement with the local indigenous communities.
18. Secretariat and administration support to the LEMC is to be provided by the local government.
19. Where the local government identifies the need for representation from a sector for which there is not a local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district.
20. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

#### **LOCAL EMERGENCY MANAGEMENT COMMITTEE PROCEDURES**

21. LEMCs shall meet every three (3) months and as required.
22. Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:
  - a. Every meeting:
    - i. Confirmation of local emergency management arrangements contact details and key holders;
    - ii. Review of any post-incident reports and post exercise reports generated since last meeting;
    - iii. Progress of emergency risk management process;
    - iv. Progress of treatment strategies arising from emergency risk management process;
    - v. Progress of development or review of local emergency management arrangements; and
    - vi. Other matters determined by the local government.
  - b. First quarter:
    - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
    - ii. Begin developing annual business plan.
  - c. Second quarter:
    - i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
    - ii. Finalisation and approval of annual business plan.
  - d. Third quarter:
    - i. Identify emergency management projects for possible grant funding.

- e. Fourth quarter:
  - i. National and State funding nominations.

23. The LEMC shall determine other procedures as it considers necessary.

24. The publication *"Your Community Local Emergency Management Committee (LEMC) Guide"* is available upon request from EMWA, via the FESA website or the EMWA Extranet.

#### **FUNCTIONS**

25. The functions of LEMCs are [s.39 of the Act]:

- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- b. to liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

#### **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

26. The contents of individual local emergency management arrangements will vary according to the characteristics of the community for which it is being prepared but shall include the minimum content as outlined in ADP-5 and the "Local Emergency Management Arrangements Guide for Western Australia" which is available from FESA by request or via the FESA website.

27. Hazard, Combat, Support and Recovery Plans are documents prepared by the relevant organisations and may form part of the local emergency management arrangements.

28. The local emergency management arrangements, as stipulated in section 41(2) of the Act, are to set out:

- a. the local government's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
- d. a description of emergencies that are likely to occur in the local government district;
- e. strategies and priorities for emergency management in the local government district;
- f. other matters about emergency management in the local government district prescribed by the regulations; and
- g. other matters about emergency management in the local government district the local government considers appropriate (e.g., provision for support to, or from, other government districts).

29. Local emergency management arrangements are to be consistent with the State emergency management policies and the State emergency management plans [s. 41(3) of the Act].

30. The emergency risk management (ERM) process is a useful tool to assist in identifying the emergencies that are likely to occur in the local government district. The 'Western Australian Emergency Risk Management Guide' provides advice on conducting the ERM

process and is available by request from FESA or may be downloaded from the FESA website  
[http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA\\_ERM\\_Apps\\_Guide\\_\(web\).pdf](http://www.fesa.wa.gov.au/internet/upload/shared/docs/FESA_ERM_Apps_Guide_(web).pdf).

31. A copy of the draft local emergency management arrangements is to be submitted to the local government's DEMC and also the Community Emergency Management Officer for the region. The DEMC may make recommendations to the LEMC should it identify matters that would enhance the operational effectiveness of the arrangements.
32. Local emergency management arrangements are to be reviewed in accordance with the procedures outlined in ADP-5:
35. The local government is to deliver a copy of its local emergency management arrangements, and any amendments to the arrangements, to the SEMC as soon as is practicable after they are prepared [s. 41(5) of the Act]. EMWA will check the arrangements for compliance with the Act and the relevant policy and procedure prior to final submission to SEMC. EMWA will provide feedback to the local government on the arrangements.
36. Local emergency management arrangements may be amended or reviewed whenever the local government considers it appropriate but not less frequently than is outlined in ADP-5. The local government is to ensure that its local emergency management arrangements are reviewed in accordance with this policy and ADP-5.

#### **LOCAL RECOVERY PLAN**

37. Local emergency management arrangements are to include a recovery plan. The recovery plan should be a sub plan of the arrangements.
38. Assistance with the preparation, format and content of local recovery plans is provided by the "Guide to developing your Community's Recovery Management Plan". This is available by request from FESA or may be downloaded from the FESA website ([www.fesa.wa.gov.au/internet/default.aspx?MenuID=296](http://www.fesa.wa.gov.au/internet/default.aspx?MenuID=296)).
39. The Local Recovery Coordinator(s) is to be nominated in the Local Recovery Plan by the local government in accordance with the requirements of the Act [s. 41(4)].

#### **REGISTRATION AND DISTRIBUTION OF EMERGENCY MANAGEMENT ARRANGEMENTS**

40. Local emergency management arrangements are to be endorsed by the LEMC with the date of endorsement reflected in the minutes and in the arrangements. Local emergency management arrangements should be tabled at the next practicable local government council meeting for noting and comment.
41. Local emergency management arrangements, and any amendments, are to be tabled for information at a meeting of the appropriate DEMC and an electronic copy delivered to the SEMC, via the Secretary SEMC, as soon as is practicable after they are prepared.
42. A local government is to distribute its local emergency management arrangements to at least all LEMC members and such other agencies and industries as considered appropriate by the local government.
43. A copy of the local emergency management arrangements is to be kept at the offices of the local government and be available for inspection, free of charge, by members of the

State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts

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public during office hours. The arrangements may be made available in either written or electronic form. Copies of the local emergency management arrangements which are made available to the public should have the contact details and other confidential information removed.

44. Contact details may be requested by members of the public and the local government should determine the need for that person to view them, e.g., has a role in the arrangements.

#### **EXERCISES**

45. Local governments are to ensure that their arrangements are exercised annually. Exercises may be undertaken in conjunction with other emergency management agencies or by the local government alone. The purpose of exercising the arrangements is to verify that the planning that has occurred will be effective and provide the expected level of support in a practical situation. For that reason, the scenarios that are applied need to contemplate a range of situations and extend beyond scenarios that exercise only limited parts of the arrangements as they apply to specific HMA exercises.
46. Local emergency management arrangement exercises may take the form of field (or full deployment), functional or discussion exercises.
47. A post exercise review report should be submitted to the DEMC Chairman. That report should be in accordance with the template in Training Procedure 1 (TP-1).

#### **LOCAL EMERGENCY COORDINATOR**

48. The State Emergency Coordinator has appointed the Officer in Charge of each Police sub-district to be the Local Emergency Coordinator for the local government district in which they are situated [see s.37(1) of the Act]. Where there is more than one Police sub-district in a local government district each Officer in Charge shall be the Local Emergency Coordinator in respect of that area of the local government for which they are responsible.
49. The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:
- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
  - b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
  - c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

## Risk Management

### REFERENCES

Australian Emergency Management Glossary (Manual 3 – Emergency Management Australia).  
*Emergency Management Act 2005*

### CONSULTATION

Stakeholder consultation for this policy is undertaken by way of correspondence with identified stakeholders.

Organisations consulted in the development of this policy include:

- FESA
- Western Australian Local Government Association (liaison with local government)
- Department of Health
- Department for Child Protection
- WA Police
- Emergency Services Subcommittee
- Recovery Services Subcommittee
- District Emergency Management Committees (inc. Metropolitan Emergency Management Executive Group)

### JUSTIFICATION

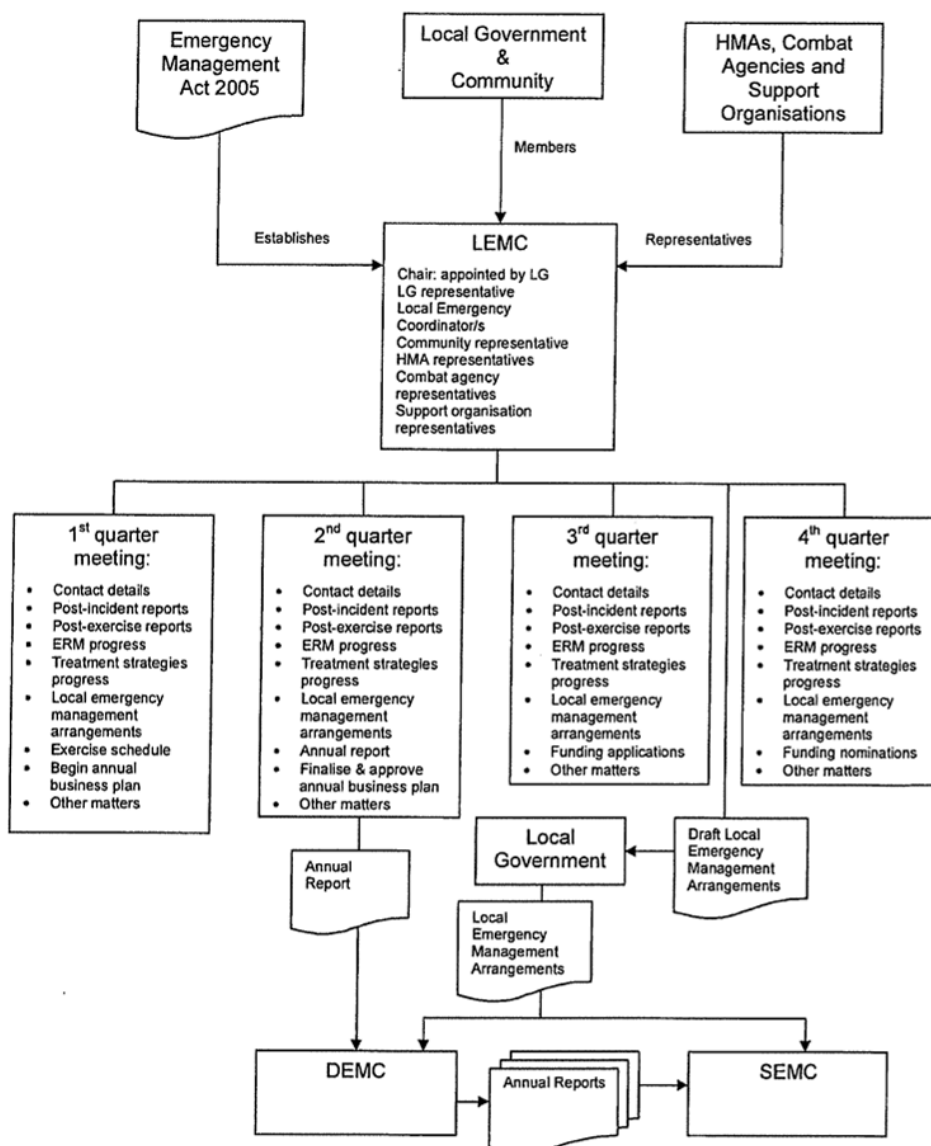
If a State emergency management policy for local governments is not prepared, the risks to State emergency management practice include:

- Inconsistency in local emergency management arrangements development, content and format;
- Local emergency management arrangements not being consistent with State emergency management policies, State government direction or legislation;
- Increased risk to the safety of community members who are inadequately prepared for an emergency incident; and
- Limiting the capacity of local government to comply with the requirements of the *Emergency Management Act 2005*.

This policy aims to guide local governments in the development, content and formatting of local emergency management arrangements and the fulfilment of their responsibilities under the *Emergency Management Act 2005*.

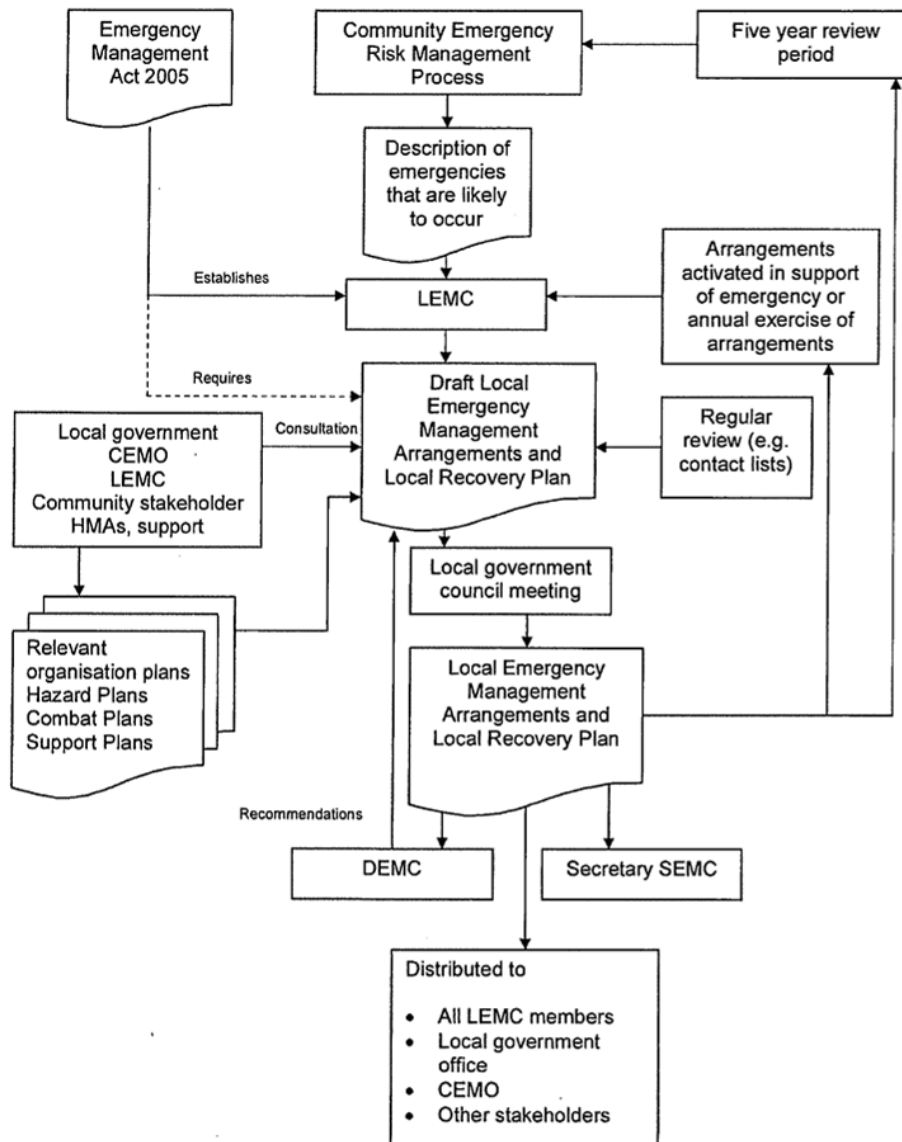
## Appendix 1

Flowchart for the establishment of a LEMC and its functions



## Appendix 2

Flowchart for the preparation of Local Emergency Management Arrangements



SCM 23/10/2017 - Agenda Item 11.9 Attach 1EXTRACT FROM

Western Australia

**Emergency Management Act 2005****Part 3 – Local arrangements****Division 1 – Local emergency authorities****38. Local emergency management committees**

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of—
  - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
  - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

**10.12 COCKBURN DISABILITY REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) appoints \_\_\_\_\_ (Elected Member) to the Cockburn Disability Reference Group; and
- (2) adopts the amended Terms of Reference for the Group, as attached to the Agenda.

**Background**

The Reference Group was initially established in 1995 as the Disability and Inclusion Reference Group to assist the City of Cockburn develop its first Disability and Inclusion Plan (DAIP), which was introduced as a statutory requirement for local government to comply with at that time. Since then, the Group has undertaken an important role in monitoring the ongoing implementation of its DAIP. The Group's primary function is to advise the City on the provision of universal access to all facilities and resources for the entire community within the district.

**Submission**

N/A

**Report**

The Disability Reference Group (DRG) is an active forum which meets regularly (10.00am 1<sup>st</sup> Tuesday monthly) at the City and is facilitated by City staff (Disability Access and Inclusion Officer). Elected member representation was previously provided by Councillor Smith.

The attached Terms of Reference for the DRG have been reviewed by appointed community members of the DRG and are recommended for approval by Council.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

The Reference Group is allocated an annual operating budget to cover minor meeting expenses.

**Legal Implications**

Disability Services Act (WA) 1993 refers.

**Community Consultation**

The current community members of the DRG were invited to contribute to amendments recommended for the Terms of Reference.

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation Risk” associated with this item.

**Advice to Proponent(s)/Submitters**

The community members of the Group have been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



# Disability Reference Group (DRG)

## Terms of Reference

October 2019

### **City of Cockburn's Vision:**

To make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metro area.

### **Disability Reference Group vision:**

A caring community where all people within the City and surrounds with a disability are included, valued, respected and have universal access to all opportunities.

### **Disability Reference Group Values:**

- Respect
- Inclusiveness
- Sustainability
- Safety



**Name**

Name this group shall be known as;

The Disability Reference Group (DRG)

**Purpose**

To assist the City to provide services, programs & facilities inclusive and accessible for people with disability.

The DRG is a point of contact for community consultation and co-design of services and programs.

**Membership of the Reference Group**

The DRG will comprise of a maximum of 20 people

The DRG Facilitator will need to take into account room hire availability, room hire costs, size of room, accessibility in determining maximum attendance.

Eligibility for membership includes persons who support the purpose of the DRG.

**DRG Members include:**

- Residents of City of Cockburn with disability
- Parents/Carer of a person with disability (under 65) living in the City of Cockburn
- Staff representing a disability organisation in the City of Cockburn with up to five members with a limit of one representative per organisation
- Up to four representatives from the City of Cockburn including, Disability and Inclusion Officer, Family and Community Development Manager, Cockburn Care Manager,
- One City of Cockburn Elected Member.

**Applying for membership:**

A person who wants to become a member must complete and submit an application form to the City's DRG Facilitator.

**Dealing with membership applications:**

The City's DRG Facilitator must consider each application for membership of the group and decide whether to accept or reject the application.

The City's DRG Facilitator must consider applications in the order in which they are received and whether there is a position available.

The City's DRG Facilitator may delay consideration of an application if further information needs to be clarified by the applicant or if the applicant needs to provide further information in support of the application.

**Reasons why the DRG Facilitator may reject an application:**



- Groups capacity
- Previous expulsion from a City of Cockburn Reference Group
- Behavioural standards and/or membership application that does not support the DRG mission and values

The City's DRG Facilitator presents the accepted nomination to the DRG. The City's DRG Facilitator will notify the applicant of the DRG's decision to accept or reject the application as soon as practicable after making the decision.

If the City's DRG Facilitator rejects the application, the DRG Facilitator is required to give the applicant its reasons for doing so.

#### **Becoming a member:**

1. DRG Nomination Form completed and presented to the City's DRG Facilitator prior to the AGM and is presented to the DRG elected at the AGM, or
2. Nomination form completed and presented to the City's DRG Facilitator throughout the year and elected when a casual vacancy occurs.

An applicant for membership of the DRG becomes a member when the DRG accepts the application. Each person who becomes a member of the DRG receives a copy of the DRG Terms of Reference (TOR) in force at the time their membership commences and must sign in agreeance to the terms.

A copy of the DRG TOR will be provided to new members by electronic transmission in an accessible format or hard copy.

Members must be at least 18 of age.

#### **Voting rights of members:**

Each DRG member has one vote at a general meeting of the group.

Voting rights apply only to community members of the Reference Group and are not applicable to City of Cockburn staff, guests and Elected Members.

#### **When a membership ceases:**

A person ceases to be a member when any of the following takes place:

- the person resigns
- the person is expelled from the group
- the person does not renew their membership through correct processes
- the person fails to attend three (3) consecutive DRG Meetings, of which the member has been given notice and has not notified of being unable to attend the Meeting

The minute taker must record in the minutes which person ceased to be a member and why.

At a general meeting, the DRG may by decision elect a member who is eligible fill the vacant position.

#### **Membership Resignation:**



A member may resign from membership of the DRG by giving written notice or verbal notice of the resignation to the DRG meeting Facilitator.

The resignation takes effect when the City's DRG Facilitator receives the notice.

**Register of Members:**

The City's DRG Facilitator will maintain a spreadsheet containing a register of its members and record in the register any change in the membership of the DRG. Any change to the register to be recorded within 28 days after the change occurs.

The register of members must include each member's name and a residential, postal or email address.

**Quorum**

For the monthly meeting of DRG members a quorum is four (4) members, of which one must be either the Chairperson or Deputy Chairperson.

For the annual general meeting of DRG members, a quorum is four (4) members of which one must be either the Chairperson or Deputy Chairperson. No business is to be conducted at a DRG meeting unless a quorum is present.

If a quorum is not present within 20 minutes after the notified commencement time of a DRG meeting, unmet business may be rolled over to the next due meeting.

**Roles & Responsibilities****City of Cockburn**

The City Supports the DRG by providing facilities for meetings and administrative support for the meetings.

The City provides financial support to the DRG for sundry expenses that occur throughout the year. City officers have the responsibility to administer these funds, in conjunction with relevant decisions of the group.

**Member responsibilities**

Members are expected to prepare for the meeting by:

- reading Minutes, Agenda and Action Sheets and to have followed up on any Actions allocated to them
- being respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- being in contact with people in the community in order to effectively represent a range of community views in the meetings
- maintaining positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community



**The DRG Members consists of:**

#### **The Chair Person**

Chairperson: means the DRG member holding office as the chairperson of the DRG.

**Role definition:** It is the duty of the chairperson to consult with the City's DRG Facilitator regarding the business to be conducted at each DRG meeting and general meeting. The Chairperson convenes and presides at DRG meetings.

Term: 1 year

#### **The Deputy Chair**

**Role definition:** It is the duty of the Deputy Chair to preside in the event of the Chair being absent.

Term: 1 year

#### **DRG members**

**DRG member:** means a member of the DRG, who has had membership confirmed and recorded and signed to abide by the groups TOR.

**Role definition:** To attend the DRG and support both the City & DRG missions and values. To build relationships and collaborate with the DRG members, City of Cockburn representatives and Guests

Term: 1 year

#### **City of Cockburn Staff**

The Disability Access and Inclusion Officer is a City of Cockburn staff member with responsibility for coordinating the DRG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the DRG. The Officer reports at meetings on current relevant projects and budgets and provides a liaison point between the DRG and the City.

**Role definition:** To provide support and guidance to the DRG

Term: As per employment & role within the organisation

Other City staff attend in an advisory role and provide a further contact point at the City in relation to DRG queries or concerns

#### **City of Cockburn Elected Member**

An Elected Member attends Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Member should not try influence outcomes.

The Elected Member is also expected to adhere to the Code of Conduct and all requirements of the TOR.

**Role definition:** Providing an informative link between the City's Council and DRG



Term: 2 years

**Non Members include:**

**Minute taker**

**Role definition:** City appointed position. Duty is to record the minutes of the meetings.

**Guest Presenters**

**Role definition:** Invited guests of the DRG group

**Accountability and Process**

These TOR assist with the governance of the Reference Group. The rules of the DRG provide the scope and limitations of its activities.

**Voting at DRG meetings:**

Significant decisions will be determined by a voting process and a simple majority

The process of coming to agreement is generally by consensus decision-making.

Voting will be used in specific circumstances, including at the election process at the Annual General Meeting and when making other significant decisions.

Voting rights apply only to community members of the DRG and are not applicable to City of Cockburn staff, guests and Elected Members.

Each DRG member present at a DRG meeting has one vote, when applicable, on any question arising at the meeting.

A motion is carried if a majority of the DRG members present at the DRG meeting vote in favour of the motion.

If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

A vote may take place by the DRG members present indicating their agreement or disagreement or by a show of hands, unless the DRG decides that a secret ballot is needed to determine a particular question.

If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

**Members**

Chair - 1 vote

Deputy Chair - 1 vote

DRG members - 1 vote

City of Cockburn Staff - no voting rights

City of Cockburn Elected Members - no voting rights





Minute Taker - no voting rights

Guests and/or Presenters- no voting rights

### **Minutes of DRG meetings**

The City's DRG Facilitator must ensure that minutes are taken and kept of each DRG meeting. The minutes must record the following:

- The names of the DRG members present at the meeting;
- The name of any person attending the meeting
- The business considered at the meeting;
- Any motion on which a vote is taken at the meeting and the result of the vote.

The chairperson must ensure that the minutes of a DRG meeting are reviewed and confirmed by the DRG at the next DRG meeting.

Disclosure of a DRG member's material personal interest in a matter being considered at a DRG meeting must be recorded in the minutes of the meeting.

### **Member's use of technology to participate in DRG meetings**

The presence of a DRG member at a DRG meeting need not be by attendance in person but may be by that DRG member and each other DRG member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a DRG meeting, in accordance with the above process, is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

### **Annual General Meeting**

The City and DRG must determine the date, time and place of the annual general meeting. The City's DRG Facilitator must give to each member at least 14 days' notice of a general meeting. City's DRG Facilitator must send written notice to all the members:

- calling for nominations for election to the DRG; and
- stating the date by which nominations must be received

The notice will specify the date, time and place of the meeting and indicate the general nature of each item of business to be considered at the meeting.

A DRG member who wishes to be considered for election to the DRG at the annual general meeting must nominate for election by completing a DRG member application and submitting it at least 7 days before the annual general meeting.

The City's DRG Facilitator may invite members to nominate for the Chair or Deputy Chair position. A member whose nomination does not comply with above is not eligible for election to the DRG.



### **Election of Chairperson & Deputy Chairperson**

To be determined at the annual general meeting of the DRG

### **Election of DRG members**

At the annual general meeting, the group must decide if the number of members nominating for DRG membership is not greater than the number to be elected. If that is the case, the chairperson of the meeting must declare each of those members to be elected as DRG members.

If the number of nominations for the position of DRG member is greater than the number to be elected, a vote will be held to decide on the members to be elected.

Voting rights apply only to community members of the DRG, and are not applicable to City of Cockburn staff, guests and Elected Members.

### **Term of office**

The term of office of a DRG member begins when the member:

- is elected at an annual general meeting or
- is appointed to fill a vacancy
- A DRG member holds office until the positions on the DRG are declared vacant at the next annual general meeting.

A DRG member may be re-elected.

### **AGM Ordinary Business**

The ordinary business of the annual general meeting is as follows:

- to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
- to receive and consider the Chairs annual report on the group's activities during the preceding year
- to receive and consider the City's DRG Facilitators report on the group's activities during the preceding year, and
- any other business of which notice (on the Agenda) has been given in accordance with these rules may be conducted at the annual general meeting

The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.

If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the DRG members at the meeting must choose one of them to act as chairperson of the meeting.

- No business is to be conducted at a general meeting unless a quorum is present.



- If a quorum is not present within 30 minutes after the notified commencement time of a general meeting:
  - a. In the case of the annual general meeting, the meeting is adjourned and rescheduled (by the DRG Facilitator) subject to an appropriate time and venue
  - b. written notice of another venue and time is given to the members before the day to which the meeting is adjourned

### **Voting at AGM**

On any question arising at a general meeting:

- Each DRG member has one vote and
- DRG members may vote in person
- City of Cockburn Staff has no voting rights
- Minute taker has no voting rights
- Elected Member has no voting rights
- A motion is carried if a majority of the DRG members present at a general meeting vote in favour of the motion.
- If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- For a person to be eligible to vote at a general meeting as a DRG member, or on behalf of a DRG member, the person must have been a DRG member at the time notice of the meeting was given
- Acceptance of absentee votes at AGM will be at the discretion of the City's Reference Group facilitator

### **Minutes of AGM**

- The Minute Taker appointed by the City's DRG Facilitator, must take and provide minutes of each general meeting to the Facilitator.
- The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- In addition, the minutes of each annual general meeting must record:
  - The names of the DRG members attending the meeting; and
  - Any forms given to the chairperson of the meeting
- The chairperson must ensure that the minutes of a general meeting are reviewed and recorded as correct.
- When the minutes of a general meeting have been confirmed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
  - The meeting to which the minutes relate was duly convened and held;





- The matters recorded as having taken place at the meeting took place as recorded; and
- Any election or appointment purportedly made at the meeting was validly made.

**Member's use of technology to attend AGM**

The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

A member who participates in a general meeting in accordance with the above process is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

**Suspension or expulsion**

The City's DRG Facilitator may decide to suspend a member's membership or to expel a member from the DRG if:

- The member contravenes any of these rules; or
- The member acts detrimentally to the interests of the DRG and City.

The City's DRG Facilitator must give the member written notice of the suspension or expulsion.

A decision of the City's DRG Facilitator to suspend the member's membership or to expel the member takes immediate effect.

When a person is expelled they are expelled permanently from the Group.

**Consequences of suspension**

During the period a member's membership is suspended, the member loses any rights (including voting rights) arising as a result of membership; and

When a member's membership is suspended, the City's DRG Facilitator must record in the register of members:

- That the member's membership is suspended;
- The date on which the suspension takes effect; and
- The period of the suspension.

When the period of the suspension ends, the City's DRG Facilitator must record in the register of members that the member's membership is no longer suspended.

**Term**

The DRG Terms of Reference will be reviewed by the City, every 2 years.

The DRG Mission and goals will be reviewed by the members annually.

**Meetings**

The DRG meet nine times in each year on the dates and at the times and places predetermined by the City and the DRG members.

Meetings are held in the City monthly (excluding December & January). The proceedings of the DRG meetings are to be recorded as the Minutes and confirmed as an accurate record at the following meeting.

The Venue and time of the DRG meeting are to be decided with the City's DRG Facilitator and DRG taking into account business hours, venue size, hire charges, availability and accessibility and must be determined by the City's DRG Facilitator as soon as practicable after the annual general meeting at which the DRG members are elected.

**Reimbursement to DRG Members**

A DRG member is entitled to be reimbursed from the City for any out-of-pocket expenses for travel incurred:

- In attending a DRG meeting or
- In attending a general meeting;
- If discussed and agreed by the City's DRG Facilitator prior to the meeting.

**Notice of DRG meetings**

The Agenda of each DRG meeting must be given to each DRG member at least 24 hours before the time of the meeting.

The Agenda must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

The only business that may be conducted at the meeting is the business described in the Agenda.

Funds are provided by the City of Cockburn and administrated and controlled by the City's DRG Facilitator

Publication by DRG members about the DRG business prohibited

A DRG member must not publish, or cause to be published, any statement about the business conducted by the DRG at a general meeting or DRG meeting unless:

- The DRG member has been authorised to do so at a DRG meeting; and
- The authority given to the DRG member has been recorded in the minutes of the DRG meeting at which it was given.

**Financial report**

The City's DRG Facilitator will update at each DRG Meeting the financial balance of remaining DRG funds



## **CODE OF CONDUCT**

### **Code of conduct for Reference Group members**

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

### **Conflicts of Interest**

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

### **Misuse of position as a Group Member**

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed function. Members are then required to do so in a professional and respectful manner.

### **Communication**

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss DRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

### **Respect**

All members of the DRG are expected to show respect and consideration for all those who provide support for the Reference Group. This includes fellow members, City of Cockburn representatives, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All DRG members are expected to value and respect the diversity and contribution of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) community members on the DRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.



All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

### **Integrity**

Members of the DRG have a responsibility to act with good intent towards their fellow DRG members, the City of Cockburn and all who engage with the DRG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow DRG members and all others who support or engage the DRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the DRG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting DRG business

### **Managing disputes or breaches**

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

- A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.
- If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.
- Anyone who has had their membership revoked will not have the option of returning to the Group in the future and this information will be kept on the Membership Register.

### **Member's agreement of Terms of Reference and Code of Conduct**

Members of the City's DRG must have read and understood the Terms of Reference and Code of Conduct with regard to membership of the DRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

DRG Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_



Date: \_\_\_\_\_

DRAFT

**10.13 COCKBURN YOUTH ADVISORY COLLECTIVE REFERENCE GROUP****Author(s)** D Green**Attachments** 1. Terms of Reference [↓](#)**RECOMMENDATION**

That Council

- (1) appoints \_\_\_\_\_ (elected member/s) as its representative/s to the Cockburn Youth Advisory Collective Reference Group; and
- (2) adopts the amended Terms of Reference for the Group.

**Background**

The Cockburn Youth Advisory Collective Reference Group (YAC) has been established to address issues relevant to young people in the City of Cockburn. It comprises mostly of upper school students in the 13-18 year age demographic, however persons up to age 25 are eligible to apply for membership of the YAC.

**Submission**

N/A

**Report**

The YAC is an active forum which meets regularly (5.00pm – 6.00pm Wednesday each fortnight) at the Cockburn Youth Centre.

The previous elected member representatives to the Group were Cr Smith and Cr Separovich.

The YAC has reviewed its Terms of Reference which is recommended for Council adoption, as attached.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide for community facilities and infrastructure in a planned and sustainable manner.

**Budget/Financial Implications**

An allocation is provided in the City's annual budget to cover minor operational expenses incurred by the Group.

**Legal Implications**

N/A

**Community Consultation**

The Reference Group YAC Membership was consulted in the review of the Terms of Reference.

**Risk Management Implications**

There is a "Low" level of "Brand / Reputational" Risk associated with this item.

**Advice to Proponent(s)/Submitters**

The YAC community members have been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil





# City of Cockburn Youth Advisory Collective

Terms of Reference

September 2019

| Version no. | Date | Author | Comments/Amendments |
|-------------|------|--------|---------------------|
| 1.0         |      |        |                     |
|             |      |        |                     |
|             |      |        |                     |
|             |      |        |                     |



## Name

Name of this Group shall be known as:

### City of Cockburn Youth Advisory Collective (YAC)

Note: In 2013, the appointed Youth Advisory Reference Group members voted to change the name to a Youth Advisory **Collective** believing a “collective” was a more accurate representation and more attractive name for young people looking to join.

## Purpose

1. To represent the aspirations, views and needs of young people and participate in projects for the benefit of young people in the City of Cockburn.
2. To act as a consultative body on matters arising in Council business, which affect young people.
3. The Reference Group is established by the City of Cockburn and is administered and structured by the Youth Services service unit.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community and youth specific issues and opportunities arising within the Cockburn district.

## Membership of the Collective

- Active Cockburn YAC members between the ages of 12 and 24 years
- City of Cockburn Councillor(s) appointed by Council
- City of Cockburn Officers

## Quorum

A quorum constitutes at least 50% of active CockburnYAC members.

## Roles & Responsibilities

### YAC Chairperson

The YAC has agreed to share the chairperson role at meetings amongst its members. Where a young person is not willing to chair a Youth Services staff member will chair.

The Cockburn YAC Chairperson will be responsible for the following duties:

1. Chair the Cockburn YAC meetings;
2. Ensure continued promotion of key messaging through the Cockburn YAC Facebook page;
3. Raise a positive profile of young people in the community;
4. Promote Cockburn YAC in the community and to other Elected Members; and
5. Conduct presentations on behalf of Cockburn YAC when invited.

If the Chairperson is unavailable for one of the mentioned duties, another YAC member can be appointed by the YAC.

### City Officers

The City of Cockburn will assist with the facilitation of the Cockburn YAC by providing the following Officer support:

1. Prepare the monthly YAC Agenda and disseminate to the Group and to Elected Members, via Personal Assistant to Mayor and Elected Members;
2. Attend fortnightly YAC meetings and take minutes;
3. Ensure that any correspondence from the meeting requiring administrative attention is disseminated;
4. Chair the YAC fortnightly meetings in the absence of the YAC Chairperson;
5. Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting;
6. Maintain the YAC Member database for Cockburn;
7. Promote YAC in the community;
8. Receive and assess new membership applications;
9. Distribute information/invitations to all Cockburn YAC Members, as appropriate; and
10. Support YAC Members with applications to youth related awards or programs.

### Members

Active Members will be responsible to undertake the following functions:

1. Participate in fortnightly YAC meetings;
2. Raise a positive profile of young people in the community;
3. Promote Cockburn YAC in the community; and
4. Encourage community members who are interested in joining YAC to attend a meeting by pre-arrangement.

### Accountability and Process

The YAC is primarily autonomous and operates at a local level within the direction and guidance provided by Cockburn Youth Services and the Cockburn Youth Strategy, via the following activities:

1. Attend community and youth activities to promote YAC, support the City's Youth Services Strategy and advocate for youth issues;
2. Represent YAC at City of Cockburn organised events, as appropriate;
3. Identify opportunities to promote YAC and increase membership and youth participation;
4. Induct new YAC members; and
5. Organise a timetable of events and activities for the YAC, once endorsed at a meeting.

## Term

Terms of Reference to be reviewed by the YAC every four (4) years, or as directed by Council or the City of Cockburn Youth Services Manager.

## Meetings

Meetings are held at the City of Cockburn Youth Centre on a Wednesday, 5pm to 6pm, every two weeks, except during school holidays. The City of Cockburn provides light refreshments for attendees at the meeting.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting.

Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

The Cockburn YAC is a democratic forum where members are encouraged to address the Group with any youth issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

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**10.14 COCKBURN ABORIGINAL REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) appoints \_\_\_\_\_ (elected member) as its representative to the Aboriginal Reference Group; and
- (2) adopts the amended Terms of Reference, as attached to the Agenda.

**Background**

The Aboriginal Reference Group (ARG) has been in operation since 2007 and has been primarily responsible for the development, monitoring and review of the City of Cockburn Reconciliation Action Plan. The Group also provides an important advisory function to the City on matters of significance to the aboriginal community. The ARG has been an important contributor to the preparatory planning and design of the Aboriginal Visitors Centre to be constructed in Bibra Lake.

**Submission**

N/A

**Report**

The ARG has been active in the past and endeavours to conduct regular meetings, although this has been challenging in recent times due to membership and quorum issues. Accordingly, the community appointed members of the ARG have worked in conjunction with City officers to review its Terms of Reference (TOR) and have prepared a Draft document for consideration by Council.

The reviewed TOR recommends bi - monthly meetings of the ARG to be conducted from 5.00pm on the first Tuesday of February, April, June, August and October at the City of Cockburn Administration Building, with the AGM being held in December. This timeframe allows clarity for members to plan ahead in order to attend these meetings.

The TOR provides for one elected member to be appointed to the ARG. This position was previously occupied by Councillor Stephen Pratt.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide for community facilities and infrastructure in a planned and sustainable manner.

Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Increase local employment and career opportunities across a range of different employment areas.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

**Budget/Financial Implications**

The ARG is allocated an annual budget to provide for minor operational expenses.

**Legal Implications**

Reconciliation Australia (RA) is required to approve the City's Reconciliation Action Plan (RAP) prior to it being implemented.

**Community Consultation**

The ARG community members were engaged in the review of its Terms of Reference.

**Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

The community members of the ARG have been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



# Aboriginal Reference Group (ARG)

## Terms of Reference

October 2019

*The Aboriginal Reference Group acknowledges we meet on Nyungar Boodjar and we respect Nyungar cultural protocols. We acknowledge and embrace all Aboriginal and Torres Strait Islander cultures living, working or visiting the Cockburn community.*

*The City of Cockburn has worked with its Aboriginal Reference Group (ARG) since 2002, to assist in its strategic and operational outcomes.*

| Version no. | Date    | Author          | Comments/Amendments |
|-------------|---------|-----------------|---------------------|
| 1.0         | 9/10/19 | Barbara Freeman |                     |
| 2.0         |         |                 |                     |
|             |         |                 |                     |
|             |         |                 |                     |



## Name

Name this group shall be known as;

### **Aboriginal Reference Group (ARG)**

## Purpose

The Aboriginal Reference Group acts in a guiding role, using their collective and individual voice, cultural understandings and personal experiences, to compliment the City of Cockburn's commitment to:

- Its recognition of the Beeliar peoples of the Whadjuk Nyungar nation, being the traditional custodians of the lands upon which the City of Cockburn conducts its business;
- Actions within its Reconciliation Action Plan, including employment of Aboriginal and Torres Strait Islander peoples, procurement of Aboriginal and Islander service providers, the development of an Aboriginal Cultural and Visitors Centre, and provision of culturally-relevant service delivery

The ARG will act to feedback Aboriginal and Islander community comments in relation to City of Cockburn service delivery and project development, and in regards to others working in partnership with the City of Cockburn.

The Aboriginal Reference Group and the City of Cockburn will assist and support each other to establish strong partnerships and relationships with the local Aboriginal and Torres Strait Islander community.

The Aboriginal Reference Group aims to respect, support and generate awareness of Aboriginal and Torres Strait Islander culture.

The City supports the ARG by providing facilities for meetings, administrative support and the covering of associated costs.

## Membership of the Reference Group

Memberships will be for a term of two (2) years.

Memberships will be staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and develop leadership.

An Annual General meeting will be the process for working through the elections.

Made up of:

- Ten Aboriginal and Torres Strait Islander people who are part of the City of Cockburn (live, work or are active members in). This includes two memberships for younger people aged 16 – 35 years, who are identified as Emerging Leaders, and nominated by the ARG. This allows for leadership development and succession planning.
- Aboriginal Community Development Officer, City of Cockburn.
- One Elected Member who has been nominated to this group.
- City of Cockburn staff: Family and Community Development Manager, and/or Manager Community Development (or delegates).

Details of members will be kept on a Membership Register.

The process of coming to agreement is generally by consensus decision-making. However voting will be used in specific circumstances, including at the election process at the Annual General Meeting and other required circumstances.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

### Quorum

A quorum consists of five members.

## Roles & Responsibilities

### Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

### Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

The Chair, or another nominated member, may be asked by the City to represent the Aboriginal Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

#### **City of Cockburn staff**

The Aboriginal Community Development Officer is a City of Cockburn staff member with responsibility for coordinating the ARG, providing administrative support and assisting with the progression of meeting outcomes, in conjunction with the ARG. The Officer reports at meetings on current relevant projects and budgets, and provides a liaison point between the ARG and the City.

Other City staff attend in an advisory role, and provide a further contact point at the City in relation to ARG queries or concerns.

#### **Elected Members**

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

### **Accountability and Process**

The ARG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and has no public voice outside of its support role for the City of Cockburn.

The ARG does not provide Traditional Owner sign-off or consultation, on any project that requires Traditional Owner or cultural guidance. This should be dealt with through the appropriate channels.

Members of the ARG are not permitted to discuss City of Cockburn business outside of the boundaries of official ARG and City of Cockburn.

Membership to the ARG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.

Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and record.

Members are unpaid volunteers, however where specialised cultural advice is sought at additional meetings, then payment can be considered.

The ARG may have its own social media 'closed group' (by invite only) as a means of keeping in contact, with members being vigilant about respectful and confidential use of this social media group. Social media guidelines will need to be agreed to.

The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

### Membership Process

Members can join the Aboriginal Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

#### Annual General Meeting

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- The Aboriginal and Torres Strait Islander community is informed of the election process via various contact lists, promotion and advertising.
- Any potential nominees are asked to contact the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) by the closing date.
- A minimum quorum of 50% is required at the Meeting.
- At the Meeting the Aboriginal Reference Group steps down and a City of Cockburn staff member chairs the meeting.

- The relevant 50% of positions on the Aboriginal Reference Group are declared open and a list of nominations presented.
- A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
- When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
- An agenda item for the Meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.

#### Appointments during the year

- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
- Interested people should be in contact with the City's Aboriginal Community Development Officer to go through the Reference Group's Information Pack. Nominees are required to sign their agreement with these documents.
- The nominee is asked to attend one meeting as a guest prior to their nomination being considered.
- A nomination form is then sent to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) and will be put on the Agenda for the next ARG meeting.
- The nominee will be informed of the outcome as soon as possible.

#### Term

The Terms of Reference will be reviewed by the Aboriginal Reference Group and relevant staff every 2 years.

#### Meetings

Meeting times to be bi-monthly throughout the calendar year as follows, with meeting times proposed as 5:00 pm on the first Tuesday of each month:

- 1<sup>st</sup> Meeting – Bunaru – February
- 2<sup>nd</sup> Meeting – Djiran – April
- 3<sup>rd</sup> Meeting – Mukaru – June
- 4<sup>th</sup> Meeting – Djilba – August
- 5<sup>th</sup> Meeting – Kambarang – October
- 6<sup>th</sup> Meeting – Birak – December (Annual General Meeting)

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings will result in a potential loss of membership.

An Annual General Meeting of the ARG will be held in December, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.



## **Code of conduct for Reference Group members**

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

### **Conflicts of Interest**

Reference Group members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes promotion of personal businesses or skills, particularly if there is monetary or other gain.

### **Misuse of position as a Group Member**

Reference Group members are not permitted to use their position to exert influence in any community setting or to claim to be representing the Reference Group without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, Members are then required to do so in a professional and respectful manner.

### **Communication**

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss ARG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality and/or cultural safety.

### **Respect**

All members of the ARG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All ARG members are expected to value and respect the diversity and contribution of all Aboriginal and Torres Strait Islander community members on the ARG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

All members will maintain a culturally safe and healthy meeting place to discuss Reference Group business.

#### **Integrity**

Members of the ARG have a responsibility to act with good intent towards their fellow ARG members, the City of Cockburn and all who engage with the ARG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow ARG members and all others who support or engage the ARG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the ARG and the City of Cockburn, in-line with the 'Respect' item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting ARG business

#### **Managing disputes or breaches**

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party may be appointed to be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of members perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

**Member's agreement of Terms of Reference and Code of Conduct**

Members of the City's Aboriginal Reference Group must have read and understood the Terms of Reference and Code of Conduct with regard to membership of the ARG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Aboriginal Reference Group Member Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



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**10.15 PROPOSED COCKBURN AGED FRIENDLY REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Draft Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) establishes the Cockburn Aged Friendly Reference Group and adopts the Draft Terms of Reference, as attached to the Agenda; and
- (2) appoints \_\_\_\_\_ (elected member) as its representative to the Group.

**Background**

The City of Cockburn has an active senior population which has been largely responsible for the significant growth in membership of the Cockburn Seniors Centre, which celebrated its 10th Anniversary in 2019. It is considered appropriate to establish a Reference Group to represent the interests of this demographic, in conjunction with this milestone occasion.

**Submission**

N/A

**Report**

The City has been engaging with its senior community to establish the level of interest in formalising a Reference Group to advocate for matters of concern to seniors. This proved to be very encouraging and a Draft Terms of Reference (TOR), as attached, was developed to act as a guide for the Reference Group to conduct its operations and affairs.

The Draft TOR recommends that the Reference Group hold meetings on a monthly basis, every second Tuesday, at the City of Cockburn between 2.00pm and 3.00pm, with no meeting being conducted in December or January. It also recommends that an elected member of the Council be appointed to the Group.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

The Reference will be allocated a minor operational budget to cover basic operating expenses incurred.

**Legal Implications**

N/A

**Community Consultation**

The Seniors Centre members were engaged in the proposal to form the Reference Group and assist in the drafting of the Terms of Reference.

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

The members of the Cockburn Seniors Centre have been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



# City of Cockburn Age-friendly Reference Group

Terms of Reference

October 2019

| Version no. | Date      | Author                       | Comments/Amendments |
|-------------|-----------|------------------------------|---------------------|
| 1.0         | 7.10.2019 | Jill Zumach – Julie McDonald |                     |
|             |           |                              |                     |
|             |           |                              |                     |
|             |           |                              |                     |

## Name

Name of this Group shall be known as:

**City of Cockburn Age-friendly Reference Group (AFRG)**

## Purpose

The City of Cockburn Age-friendly Reference Group represents seniors within the community by voicing their concerns, providing advice and exchanging information with City of Cockburn.

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on senior specific issues and opportunities arising within the Cockburn district. The AFRG was established in 2019.

## Membership of the Reference Group

The AFRG will have 12 members consisting of:

- Consumer Representatives, Industry Representatives, an Elected Member and City of Cockburn Representatives
- Resident(s) of Cockburn, who are seniors and/or a carer, or an advocate of a senior

The City of Cockburn representatives are made up of the following:

- An Elected Member City of Cockburn
- Childcare and Seniors Manager
- Senior Centre Coordinator (CSC)

Guest speaker(s) will be invited to give presentation on specific issues with approval from the Chairperson. Other interested community members representing seniors issues may attend the meeting provided the CSC is informed prior to the meeting date.

Details of members will be kept on Membership Register.

Voting rights apply only to community members of the Reference Group, and are not applicable to City of Cockburn staff, guests and Elected Members.

### Membership Process

Members can join the Age-friendly Reference Group by either 1) being elected to the Group at the Annual General Meeting 2) being appointed via a membership process if a vacancy opens up during the year.

1) Annual General Meeting annually:

- Memberships are staggered with 50% coming up for election in one year and the other 50% in the next, in order to maintain continuity and build leadership.
- Any potential nominees are asked to contact the City's Seniors Centre Coordinator to go through the Reference Group's Information Pack, and sign their agreement of these documents.
- Nomination forms are then sent to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) by the closing date.
- At the meeting the Age-friendly Reference Group steps down and a City of Cockburn staff member chairs the meeting.
- The relevant 50% of positions of the Age-friendly Reference Group are declared open and a list of nominations presented.
- A secret ballot then takes place, followed by announcement of the successful new members, and the total membership of the Group for the year ahead.
- When the positions of Chairperson and Deputy Chair come due for election, then nominations are taken, followed by a secret ballot and announcement of the new positions for the following 2 year term.
- An agenda item for the meeting will allow for adoption of any changes to the Terms of Reference, as discussed at the regular meeting in the month before the General Meeting.

2) Appointments during the year:

- New membership will be encouraged if a vacancy opens up during the year, via suggestions from current members, or advertising by various means.
- Interested people should contact the City's Seniors Centre Coordinator to be guided through the Reference Group's Information Pack. A nomination form is then sent to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) and will be put on the Agenda for the next AFRG meeting.
- The nominee will be informed of the outcome as soon as possible.

### Quorum

A quorum constitutes at least 50% of active Cockburn AFRG members.

## Roles & Responsibilities

### Members

Members are expected to prepare for the meeting by reading Minutes, Agenda, and Action Sheet, and to have followed up on any Actions allocated to them.

Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.

Be in contact with people in the community in order to effectively represent a range of community views in the meetings.

Maintain positive relationships and communication with City of Cockburn staff and Elected Members, in order to be an effective liaison between them and community.

### Chairperson

A Chairperson will be elected by the members of the Reference Group, to Chair the meetings in a timely, respectful and unbiased manner, addressing Agenda items, facilitating progression of decision making and ensuring the participation of all members.

A Deputy Chair will be elected to Chair in the absence of the Chairperson, and if neither is available then a member will be asked to Chair the meeting

The Chair, or another nominated member, may be asked by the City to represent the Aboriginal Reference Group at times in an official capacity, and this role should be carried out with respect and integrity.

### City Officers

The City of Cockburn will assist with the facilitation of the Cockburn AFRG by providing the following Officer support:

- Prepare the monthly AFRG Agenda and disseminate to the Group and to Elected Members via Personal Assistant to Mayor and Elected Members
- Attend monthly AFRG meetings and support development of the minutes
- Ensure that any correspondence from the meeting requiring administrative attention is disseminated
- Provide available resources to the Group for events organised and endorsed by the Group or City events the Group is supporting
- Maintain the AFRG Member database for Cockburn;
- Promote AFRG in the community
- Receive and assess new membership applications
- Distribute information/invitations to all Cockburn AFRG Members, as appropriate; and support AFRG Members with applications to seniors related awards or programs.

### Elected Members

Elected Members attend Reference Groups to provide a level of support to the Group and its membership, but not to 'drive' the Group in achieving its objectives. The Group should be able to operate as autonomously as possible and the attending Elected Members should not try influence outcomes.

The Elected Members are also expected to adhere to the Code of Conduct and all requirements of the Terms of Reference.

### Accountability and Process

The AFRG is primarily autonomous and operates at a local level within the direction and guidance provided by City of Cockburn Age-Friendly Strategy. The AFRG acts in consultation with the City of Cockburn in the delivery of City outcomes and objectives and it has no public voice outside of its support role for the City of Cockburn.

Members of the AFRG are not permitted to discuss City of Cockburn business outside of the boundaries of official AFRG and City of Cockburn business. Membership to the AFRG is a position of responsibility. Members are expected to provide leadership in the group so that other members will be proactive and participate, and assist the group to function well.

An Information Pack will be provided to all potential and new members, with the Terms of Reference, including Code of Conduct, membership requirements and social media guidelines. Members are required to sign their understanding and agreement to all these documents, as a provision of membership.

Members will be notified of the meeting dates for the year ahead so they can plan to attend, in line with the requirement of membership. This includes new members who join part way through the year.

Group members are required to be transparent about any Conflicts of Interest which may arise, where discussion items or decisions could result in potential personal benefit, financial or otherwise. There should be no promotion of personal business or skills within the group setting. Any members who have a Conflict of Interest with an agenda item or discussion point must declare this at the start of each meeting, as per the standing agenda item, and should leave the meeting for the discussion and decision on the related item. If a conflict of interest arises during the meeting this must also be declared, and noted in the Minutes for transparency and recording. The proceedings of the Meetings will be recorded as the Minutes and confirmed as an accurate record at the following meeting, with a Minute-taker funded by the City. Any information provided to the Meetings on a confidential basis will not be recorded



in detail to protect its integrity. Confidentiality is an important function of the group and is part of the Code of Conduct.

The members will attend community and seniors activities to promote AFRG, support the City's AFRG Strategy and advocate for seniors issues.

Represent AFRG at City of Cockburn organised events, as appropriate, identify opportunities to promote AFRG and increase membership and seniors participation.

Working Groups may be formed to work on a particular project. At least one member will be from the Reference Group while the remainder of the members may include non-members. The Reference Group member is responsible for ensuring feedback to the AFRG. Working Groups are able to organise times and frequency of meetings to suit their members.

### Term

Terms of Reference to be reviewed by the AFRG every 24 months, from the first meeting after the Annual General Meeting.

### Meetings

Meetings are held at the City of Cockburn, every Second Tuesday of the month, 2pm to 3pm. There will not be a meeting in December or January.

The proceedings of the meetings are to be recorded as the minutes and confirmed as an accurate record at the following meeting. Any information provided to the meetings on a confidential basis will not be recorded in detail to protect its integrity.

It is expected that members attend meetings. Apologies can be accepted but the missing of 3 meetings may result in a potential loss of membership.

An Annual General Meeting of the AFRG will be held in November, to elect 50% of membership, in a staggered election process. Advertising for this to be done well in advance to encourage attendance and new members.

The Cockburn AFRG is a democratic forum where members are encouraged to address the Group with any seniors issues, concerns or opportunities which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

## Code of conduct for Reference Group members

Members are required to understand and be in agreement with the Code of Conduct, as breaches may result in the forfeiting of membership. Key aspects are as below, but are not limited to these stated.

### Conflicts of Interest

Reference Group members are required not to use their position as a means of making personal gain or influencing others in this regard. Meetings or Group discussion should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This would include promotion of personal businesses or skills, particularly if there is monetary or other gain.

### Misuse of position as a Group Member

Reference Group members are required not to use their position to exert inappropriate influence in any community setting, to incorrectly claim to be representing the Reference Group, or to bring disrepute to the Group or to the City.

Where approved, members may represent the Group if in an official capacity at an agreed upon function, and are then expected to do so in a professional and respectful manner.

### Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Members are not to use channels of communication as a means of raising a dispute or conflict, or discussing Reference Group business without permission – specifically via social media/Facebook, email lists, radio/TV, public forums or print media.

Social media is not to be used to discuss AFRG or City business, or to unfairly target individuals (members, staff or others) or breach confidentiality.

### Respect

All members of the AFRG are expected to show respect and consideration for all those who provide support for this Reference Group. This includes fellow members, City staff, guests, contractors, sub-contractors and wider community members who may be present at meetings.

There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.

All AFRG members are expected to value and respect the diversity and contribution of all members sitting on the AFRG.

All members are expected to engage with each other with due respect and protocol, as they would in their own communities.

#### Integrity

Members of the AFRG have a responsibility to act with good intent towards their fellow AFRG members, the City of Cockburn and all who engage with the AFRG. This means:

- Maintaining the Business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the Personal confidentiality of fellow AFRG members and all others who support or engage the AFRG (written, spoken or otherwise)
- Ensuring that the behaviour of members reflects the best interest of the AFRG and the City of Cockburn, in-line with the Respect item above
- Declaring one's own Conflict of Interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open and fair, in all dealings and conversations whilst conducting AFRG business

#### Managing disputes or breaches

Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breaches of the Code of Conduct, separate to a Reference Group meeting. Staff or another third party can be involved if required.

A letter of warning can be sent if this is deemed the most appropriate and beneficial process. However if this fails then the next step will be taken, as per below.

A formal meeting will be set up with the member alleged to have breached the Code of Conduct, to include relevant City of Cockburn staff member/s and an agreed upon Reference Group member, to discuss and give a fair hearing of their perspective.

If the breach is of a serious nature and is found to be substantiated then the Reference Group member will be asked to resign their membership. If they refuse then their membership will be formally revoked.

Anyone who has had their membership revoked will not have the option of returning to the Group in the future, and this information will be kept on the Membership Register.

**Member's agreement of Terms of Reference and Code of Conduct**

Members of the City's Age-friendly Reference Group must have read and understood the Terms of Reference, and Code of Conduct with regard to membership of the AFRG. Breaches of the Terms of Reference or Code of Conduct may lead to removal of member(s) from the group.

I have read, understood and agree to these documents.

Age-friendly Reference Group Member

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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**10.16 COCKBURN NEIGHBOURHOOD WATCH REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) Appoints \_\_\_\_\_ (elected member/s) as its representative/s to the Cockburn Neighbourhood Watch Reference Group; and
- (2) Adopts the amended Terms of Reference, as attached to the Agenda.

**Background**

The Cockburn Neighbourhood Watch (NHW) Reference Group was established to promote safety in the district through the provision of cooperative assistance between neighbours, thus assisting to create effective deterrents to potential criminal activity. The Group consists of “Suburb Managers” who are interested residents, have been recruited to share strategies and promote the NHW values amongst residents in the community.

**Submission**

N/A

**Report**

The NHW Reference Group is an active group which meets regularly (7.00pm on the first Wednesday monthly) at the City of Cockburn offices. It is administratively supported by staff from the City’s Community Safety Unit and is attended by senior officers representing the WA Police Service from Cockburn and Murdoch Police Stations.

Previous delegates of Council to the NHW Reference Group were Councillors Sands and Kirkwood.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide safe places and activities for residents and visitors to relax and socialise.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

Minor funding is allocated to the Reference Group to provide for minor operational expenses incurred.

**Legal Implications**

N/A

**Community Consultation**

The NHW Reference Group was engaged in the review of the Terms of Reference for the NHW and endorsed the attached version at the Meeting conducted on 4 September 2019.

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

The NHW Reference Group has been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



# Cockburn Neighbourhood Watch Reference Group

Terms of Reference

August 2019

| Version no. | Date | Author | Comments/Amendments |
|-------------|------|--------|---------------------|
| 1.0         | 0    |        |                     |
| 2.0         |      |        |                     |
|             |      |        |                     |
|             |      |        |                     |



## Name

Name of this group shall be known as;

**Cockburn Neighbourhood Watch (NHW) Reference Group.**

## Purpose

To assist WA Police (WAPOL) promote crime prevention strategies to the broader public. The Reference Group is established by the City of Cockburn and is administered and structured by WAPOL, pursuant to Neighbourhood Watch WA Policies and Procedures 2016 (Annexure 1 attached).

The City of Cockburn supports the Group by providing facilities for meetings, administrative support and updates on community safety issues arising within the Cockburn district.

## Membership of the Reference Group

- Active Cockburn NHW volunteers
- City of Cockburn Councillor(s) appointed by Council
- WA Police (WAPOL)
- City of Cockburn Officers

## Quorum

A quorum constitutes at least 50% of active Cockburn NHW volunteers.

## Roles & Responsibilities

### NHW Chairperson

The role shall be filled by a Councillor appointed to the Reference Group by the Council, except if the Councillor declines, in which case, another person can be selected by the Reference Group.

The Cockburn NHW Chairperson will be responsible for the following duties:

1. Chair the Cockburn NHW Reference Group meetings;
2. Ensure continued promotion of key messaging through the Cockburn NHW Facebook page;
3. Promote Cockburn NHW in the community and to other Elected Members;

- and
4. Conduct presentations on behalf of Cockburn NHW when invited.

### City Officers

The City of Cockburn will assist with the facilitation of the Cockburn NHW Reference Group by providing the following Officer support:

1. Prepare the monthly NHW Agenda and disseminate to the group;
2. Attend monthly NHW Meetings and take Minutes;
3. Ensure that any correspondence from the Meeting requiring administrative attention is disseminated;
4. Provide available resources to the Group for events organised and endorsed by the Group;
5. Liaise with NHW State Coordinator, when required, on procedural requirements;
6. Maintain the NHW Volunteer database for Cockburn; and
7. Distribute information/invitations to all Cockburn NHW Volunteers, as appropriate.

### Volunteers

Active volunteers will be responsible to undertake the following functions:

1. Volunteers to operate in accordance with the guidelines of the NHW Volunteer Operational Procedures Agreement Form, as shown in Annexure 1;
2. Over a 12 month period, participate in at least five monthly NHW Reference Group meetings or activities;
3. Chair monthly meetings in absence of the Chairperson, decided by popular vote; and
4. Encourage community members who are interested in joining NHW to attend a meeting by pre-arrangement.

## Accountability and Process

The Reference Group is primarily autonomous and operates at a local level within the direction and guidance provided by the WAPOL philosophy of *'Neighbourhood Watch is a program to watch out for and help neighbours in reducing crime in the community'*, via the following activities;

1. Letterbox drop promotional and community safety related material provided by the NHW State Coordinator, WA Police and City of Cockburn;
2. Organise NHW volunteers to attend Community / Resident Association meetings;
3. Attend community activities to promote NHW and crime prevention;

4. Represent NHW at City of Cockburn or NHW State organised events, as appropriate;
5. Identify opportunities to promote the NHW brand and increase volunteer participation;
6. Induct new Cockburn NHW volunteers and provide training opportunities;
7. Nominate Cockburn NHW volunteers for Awards; and
8. Organise a timetable of events and activities for the Cockburn NHW group, once endorsed at a Meeting of the Group.

## Term

Terms of Reference to be reviewed by the NHW Cockburn Reference Group every four (4) years, or as directed by Council or WAPOL.

## Meetings

Meetings are held at the City of Cockburn Administration Building on the first Wednesday of each month (except January) at 7pm. The City of Cockburn provides a light meal for attendees at the Meeting.

The proceedings of the Meetings are to be recorded as the Minutes and confirmed as an accurate record at the following Meeting.

Any information provided to the Meetings on a Confidential basis will not be recorded in detail to protect its integrity.

The Cockburn NHW Reference Group is a democratic forum where members are encouraged to address the Group with any safety/security issues or concerns which are in accordance with its functions.

The City of Cockburn provides financial support to the Group for sundry expenses that occur throughout the year. City Officers have the responsibility to administer these funds, in conjunction with relevant decisions of the Group.

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**10.17 COCKBURN COMMUNITY INTERAGENCY CRIME PREVENTION REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) Appoints \_\_\_\_\_ (elected member/s) as its representative/s of the Cockburn Community Interagency Crime Prevention Reference Group; and
- (2) Adopts the amended Terms of Reference for the Group, as attached to the Agenda.

**Background**

The Cockburn Community Interagency Crime Prevention Reference Group (CSICPRG) was established as a multi – agency group convened by the City of Cockburn with the objective of addressing identified crime issues within the district and implementing preventative strategies, where possible. While it is facilitated through the City of Cockburn, it relies on the combined resources of the following State Government Departments for operational effectiveness:

- WA Police
- Education Department
- Department of Housing and Works, and
- Department of Communities

In addition, representatives from the following City of Cockburn Reference Groups are invited to attend, as appropriate:

- YAC Reference Group
- NHW Reference Group, and
- Aboriginal Reference Group

These resources are complemented by relevant Council staff from the City's Community Safety and Community Development Units.

**Submission**

N/A

**Report**

The Reference Group meets on a quarterly basis on a Thursday morning (from 10.00am) in February, May, August and November at the City of Cockburn Operations Centre (Depot) in Wellard Street, Bibra Lake.

One of the primary functions of the Group is to monitor progress of the Community Safety and Crime Prevention Strategy adopted by Council in 2017.

Council's previously appointed elected member representatives were Councillors Sands and Kirkwood.

**Strategic Plans/Policy Implications**Community, Lifestyle & Security

Provide safe places and activities for residents and visitors to relax and socialise.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

A minor allocation of funding is allocated to the Group to provide for minor operating expenses incurred.

**Legal Implications**

N/A

**Community Consultation**

The CSICPRG was consulted during the review of its Terms of Reference and endorsed the attached draft at its meeting conducted on 22 August 2019.

**Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



## Community Safety & Crime Prevention Reference Group

### Terms of Reference

August 2019

| Version no. | Date | Author | Comments/Amendments |
|-------------|------|--------|---------------------|
| 1.0         | 0    |        |                     |
| 2.0         |      |        |                     |
|             |      |        |                     |
|             |      |        |                     |



## Name

Name of this group shall be known as;

### **Community Safety & Crime Prevention Reference Group**

## Purpose

To assist in the development of Community Safety & Crime Prevention initiatives relevant to the City of Cockburn.

Support Community Safety & Crime Prevention projects and funding applications for relevant initiatives within the City of Cockburn.

Provide guidance on the development of policy for Community Safety & Crime Prevention programmes, including 'Community Policing Through Environmental design' (CPTED) principles.

Discuss interagency cooperation on all issues pertaining to Community Safety & Crime Prevention and devise working response plans, as appropriate.

## Membership

- City of Cockburn Elected Member(s)
- WA Police (WAPOL)
  - OIC of Cockburn Police
  - OIC of Murdoch Police
  - OIC of Fremantle Police
  - WAPOL Community Engagement Officer(s)
- State Agency Representatives:
  - Department of Corrective Services
  - Department of Communities
  - Department of Education
- City of Cockburn Staff
  - Ranger & Community Safety Services Manager
  - CoSafe Operations Coordinator,
  - Community Safety Officer

- Manager, Library Services
- Manager Community Development
- Youth Services Manager
- Community Development Coordinator
- Aboriginal Community Development Officer

### Quorum

A quorum constitutes more than 50% of the Community Safety & Crime Prevention Reference Group.

### Roles & Responsibilities

#### 1.1 Chairperson

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

In the absence of the Chair, the City of Cockburn Rangers & Community Safety Services Manager will undertake this role.

#### 1.2 Community Safety Officer

It will be the role of the Community Safety Officer to prepare the quarterly agenda, take minutes & circulate business papers to the Group.

### Objectives & Strategies

The objective of the Reference Group is to identify community concerns, perception of crime and anti-social behaviour within the City of Cockburn. This will be achieved through:

1. Liaison between the members on crime prevention issues, concerns and expectations;
2. Encourage members to participate in crime prevention events, programmes and initiatives;
3. Provide guidance in the development of policies and programmes that encourages a reduction, of crime, including the perception of crime, and anti-social behaviour within the community;

4. As requested from time to time, assist in the development of the City's Community Safety and Crime Prevention Plan. The Reference Group may also be asked to contribute to annual reviews of this plan; and
5. Provide interagency cooperation to address community safety issues.

### Term

The Reference Group will operate on a two year cycle, to be reviewed following local government elections in October (biannually)

### Meetings

The Community Safety & Crime Prevention Reference Group will meet quarterly at the City's Operations Centre, 52 Wellard Street, Bibra Lake, unless otherwise agreed by the Group, at a date and time agreed by the Group. Generally meetings are scheduled for one hour, with a further 30 minutes allocated as required.

Ad-hoc invitees as agreed by the Group.

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**10.18 COCKBURN BUSHFIRE ADVISORY REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Amended Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) Appoints \_\_\_\_\_ (elected member/s) as its representative/s to the Cockburn Bushfire Advisory Reference Group; and
- (2) Adopts the amended Terms of Reference, as attached to the Agenda.

**Background**

The City of Cockburn has two long established volunteer bush fire brigades (Jandakot and South Coogee) with which it retains a strong association. Both Brigades operate independently of Council and comprise their own membership, with their major source of funding being provided through the State Government administered Emergency Services Levy (ESL).

A Council appointed Chief Bushfire Control Officer (CBFCO) is currently shared with the Department of Fire and Emergency Services (DFES) and provides support and close liaison with the Brigades.

The Council appointed Reference Group (BFARG) is established to further support the volunteers in administering their primary functions.

**Submission**

N/A

**Report**

The main focus of the BRARG is to liaise with the senior personnel of both volunteer brigades to ensure they are adequately prepared to perform their role as fire control organisations.

The BFARG also includes representatives of DFES and other government agencies with a role in fire control. There is no set timeframe for BFARG Meetings, however, it is intended to conduct them on a quarterly basis, when practicable, to review and monitor matters of priority and relevance.

Given the high profile of bushfire control in the community, there is an expectation that there is elected member representation on the BFARG to ensure a Council perspective of the Group's activities is understood.

Council has been most recently represented on the BFARG by Councillors Reeve – Fowkes and Smith.

The BFARG Terms of Reference were presented to the Group and endorsed at its most recent meeting held on 24 September 2019, for consideration by Council.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

Provide safe places and activities for residents and visitors to relax and socialise.

#### Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

### **Budget/Financial Implications**

Minor funding is allocated to the BFARG on an annual basis to provide for minor operational expenses.

### **Legal Implications**

Bush Fires Act 1954 refers.

### **Community Consultation**

The BFARG members were consulted on the review of its Terms of Reference and were recommended by the Group on 24 September 2019 for adoption by Council.

### **Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

### **Advice to Proponent(s)/Submitters**

The BFARG has been advised that this matter is to be considered at the 24 October 2019 Special Council Meeting.

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



## Bush Fire Advisory Reference Group

### Terms of Reference

September 2019

| Version no. | Date     | Author   | Comments/Amendments  |
|-------------|----------|----------|--|
| 1.0         | 24/09/19 | M. Emery | Creation and reformatting with Accepted changes from Group |
|             |          |          |  |
|             |          |          |  |
|             |          |          |  |



## Name

Name of this group shall be known as;

### **Bush Fire Advisory Reference Group**

## Purpose

To assist in advising the City of Cockburn (hereafter: the City) on all matters relating to preventing, controlling and extinguishing of bush fires.

The Group will support bushfire mitigation planning undertaken by the City and provide guidance on an as required basis.

The Group will discuss interagency cooperation on all issues pertaining to bush fire prevention, as appropriate.

## Membership

Members;

- South Coogee Volunteer Bush Fire Brigade
  - Captain
  - 3 Brigade nominees
- Jandakot Volunteer Bush Fire Brigade
  - Captain
  - 3 Brigade nominees
- City of Cockburn Elected Member(s)
- City of Cockburn Staff
  - 3 Positions appointed
  - Minute Taker
- Chief Bushfire Control Officer
- Deputy – Chief Bushfire Control Officers

Guest:

- Regional Staff and representatives from the Department of Fire and Emergency Services and/or the Department of Biodiversity, Conservation and Attractions.

The Bush Fire Advisory Reference Group is not a forum for community consultation. Should a specific matter relating to bush fire management need community consultation, then separate consultation will take place separately to that of the Reference Group's meeting.

## Quorum

A quorum constitutes more than 50% of the Bush Fire Advisory Reference Group members.

## Roles & Responsibilities

### 1.1 Chairperson

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

In the absence of the Chair, an attending City of Cockburn staff member will undertake this role.

### 1.2 Minute Taker

It will be the role of the Fire and Emergency Management Officer to prepare the quarterly agenda, take minutes & circulate business papers to the Group.

## Objectives & Strategies

The objective of the Bush Fire Advisory Reference Group is to identify opportunities to reduce bush fire threat, ensuring volunteer Bush Fire Brigades are adequately resourced and trained. This will be achieved through:

1. Liaison between the members on bush fire risk, concerns and expectations;
2. Encourage members to participate in bushfire mitigation programmes and initiatives;
3. Providing meaningful reports on issues arising;
4. Provide guidance in the development of policies and programmes and community preparedness activities relating to the reduction of bush fires; and
5. As requested from time to time, assist in the development of the City's Bush Fire Risk Management Plan. The Reference Group may also be asked to contribute to annual reviews of this Plan.

## Term

The Reference Group will operate on a two year cycle, to be reviewed following local government elections in October (biannually).

### Meetings

The Bush Fire Advisory Reference Group will meet on an as needed basis, however, these traditionally occur quarterly. Unless otherwise agreed by the majority of the Members, the meeting will occur at the City's Administration Building. Generally meetings will not exceed one and half hours.

DRAFT

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**10.19 COCKBURN SISTER CITIES REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Draft Terms of Reference [↓](#)

**RECOMMENDATION**

That Council

- (1) Appoints \_\_\_\_\_ (Elected Member/s) as its representative/s to the Cockburn Sister Cities Reference Group; and
- (2) Adopts the attached Draft Terms of Reference for the Reference Group.

**Background**

Council has had Sister City Agreements in place with the Cities of Split (Croatia) and Yue Yang (China), both since 1998 and the City of Mobile (USA) since 2005.

These arrangements were based on common interest factors of the participating communities.

In 2018, a meeting of the Reference Group resolved to investigate the potential for such an arrangement to be made with a Japanese City, in recognition of the City's long association with the annual Hiroshima Day event conducted by the City in close association with the Japanese Consulate. This research is ongoing and any progress updates will be provided to the Reference Group in due course.

**Submission**

N/A

**Report**

The Sister Cities Reference Group is required to determine the desired outcomes of the Agreements in place for its international Sister Cities. Council also has an adopted Policy position on International Relations.

Meetings of the Reference Group are called occasionally on an "as needed" basis to attend to matters of relevance. Council has most recently been represented on this Reference Group by Mayor Howlett and Councillors Reeve – Fowkes, Smith, Terblanche, Eva, Separovich and Pratt.

**Strategic Plans/Policy Implications**Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

A “Low” level of “Brand / Reputation” risk is associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**COCKBURN SISTER CITIES REFERENCE GROUP****TERMS OF REFERENCE****1. Name**

1.1 Cockburn Sister Cities Reference Group

**2. Purpose**

2.1 The purpose of the Reference Group is to:

- 2.1.1 facilitate the development and maintenance of effective international relations that promote and enhance the City of Cockburn in conjunction with its partnered Sister Cities
- 2.1.2 establish guidelines for Council to follow when considering engagement with potential new international relationships or partners
- 2.1.3 consider the rationale and criteria for entering into new international relationships and terminating existing arrangements

**3. Membership**

- 3.1 membership of the Reference Group will comprise of elected members duly appointed by Council following the biennial election cycle
- 3.2 the Reference Group may invite persons with a specific interest in a matter to be considered at a Meeting to attend any relevant Meeting
- 3.3 City officers, as directed by the Chief Executive Officer (CEO), will attend Meetings for the purpose of providing advisory, administrative and secretarial support

**4. Quorum**

4.1 At least 50% of the elected members appointed to the Reference Group are required to be in attendance prior to the opening and ongoing conduct of a Reference Group Meeting

**5. Roles and Responsibilities**

- 5.1 The primary role of the Reference Group is to ensure that the integrity of the City of Cockburn Sister City arrangements are upheld and regularly monitored for effectiveness and ongoing value to the Cockburn community, in accordance with its adopted Policy on "International Relations & Engagement".
- 5.2 It will be the responsibility of the Reference Group to participate in any arrangements related to inward delegations from overseas partner Cities and to ensure that outward delegations are comprised of adequate representation to ensure the purpose of the visit is justifiable

**6. Accountability**

- 6.1 The Reference Group will ensure that any recommendations it makes regarding expenditure which has not been provided for in the City's budget is reported to Council for approval
- 6.2 The Reference Group will ensure any matters dealing with proposals to undertake outwards delegations to one or more of its partner Cities is referred to Council for endorsement

**7. Term**

- 7.1 The term of the Cockburn Sister Cities Reference Group will continue until formally disbanded by Council
- 7.2 Membership of the Reference Group continues until an appointed member either resigns or their Term of Office expires (i.e. a maximum of four (4) years). Notice of resignation is effected by notification in writing being provided to the CEO

**8. Meeting Information**

- 8.1 Meetings of the Cockburn Sister Cities Reference Group will be conducted on an as required basis. The Mayor, if an appointed member, will preside at the Meetings. Otherwise, a councillor elected by a simple majority of those in attendance, will preside at the Meetings. In the absence of the Presiding Member, a councillor present will be appointed to the position for the duration of the Meeting.
- 8.2 An Agenda will be prepared and circulated to each member prior to the Meeting
- 8.3 Minutes of the Meeting will be taken and stored as an official record of the City of Cockburn
- 8.4 Any resolution/s of the Meeting which require a Council decision to be effective will require a formal Report to be prepared and presented at the next practicable Ordinary Council Meeting, together with any officer recommendation/s, for Council consideration



**10.20 COCKBURN ROAD SAFETY AND TRAVELSMART REFERENCE GROUP**

**Author(s)** D Green

**Attachments** 1. Terms of Reference [↓](#)

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (Elected Members) to the Cockburn Road Safety and Travel Smart Reference Group.

**Background**

The Reference Group was established in 2013 as a result of the 'Road Wise' Program initiated by the WA Local Government Association (WALGA).

The primary focus of the Group is to create a safe and integrated transport network in the City of Cockburn that meets commuter and industry needs, while minimising environmental impacts, by investigating alternative transport options, particularly for the commuting public.

**Submission**

N/A

**Report**

The Group is comprised of a broad mix of stakeholders representing various bodies associated with the City of Cockburn and could include delegates from the following external organisations:

- WALGA
- WA Police Service
- Main Roads WA
- Department of Fire and Emergency Services
- Road Safety Group

In addition to identified internal officers from time to time.

The City's Travel Smart Officer provides administrative support to the Group.

The intended Meeting schedule for the Group is on a quarterly basis to address business as it is required to be addressed and meetings can be held at either the City's Administration Building or the Operations Centre (Depot).

Council's previously appointed representatives to the Group were Mayor Howlett and Councillors Separovich Pratt and Kirkwood.

The Terms of Reference for the Group are attached.

### **Strategic Plans/Policy Implications**

#### Moving Around

Improve connectivity of transport infrastructure.

#### Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

### **Advice to Proponent(s)/Submitters**

N/A

### **Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

SCM 26/10/2017 - Agenda Item 11.26



## City of Cockburn Road Safety and Travelsmart Reference Group

### Terms of Reference

| TERM OF REFERENCE ADMINISTRATION |                                   |
|----------------------------------|-----------------------------------|
| DOCUMENT CODE:                   | XXXX                              |
| DIRECTORATE:                     | Engineering and Works Services    |
| BUSINESS UNIT:                   | Engineering                       |
| SERVICE UNIT:                    | Road Construction and Maintenance |
| RESPONSIBLE OFFICER:             | John McDonald                     |
| FILE NO.:                        |                                   |
| DATE FIRST ADOPTED:              | 9 May 2013                        |
| DATE LAST REVIEWED:              |                                   |
| ATTACHMENTS:                     |                                   |
| VERSION NO.                      | 1                                 |

| GOVERNANCE REFERENCE     |   |
|--------------------------|---|
| STATUTORY COMPLIANCE     | NIL   |
| INDUSTRY COMPLIANCE:     | WALGA RoadWise Program  |
| ORGANISATION COMPLIANCE: | Policy  |
| PROCESS LINKS:           | Corporate Procedure – Meeting Management -<br>Reference Group |

City of Cockburn Road Safety and Travelsmart Reference Group\_updated 18 April.docx

Document Set ID: 6775447  
Version: 1 Version Date: 24/10/2017

## Terms of Reference

**VISION**

The vision of the City of Cockburn Road Safety and Travelsmart Reference Group is for the City of Cockburn to have a robust, safe and integrated transport network that meets people and industry needs while minimising environmental impacts.

**GUIDING PRINCIPLES**

This Reference Group has been established with the guiding principles to:

- Promote an integrated transport system which balances environmental impacts and community needs;
- Raise community awareness of road safety issues and initiatives in local communities;
- Review road safety strategies that may be adopted by the City of Cockburn, Main Roads WA, the Western Australian Police Service or any other statutory authority that has the ability to influence road safety in the community;
- Identify community concerns about road safety and road safety issues, potential black spot projects and poor road user behaviour and develop initiatives to address these identified road safety issues;
- Facilitate and promote healthy transport opportunities by promoting the City's TravelSmart initiative and implementation of walkway, bike and trails master plans;
- Identify a holistic regional approach to freight management.

**DELEGATED AUTHORITY**

The City of Cockburn Road Safety and Travelsmart Reference Group will not have any authority to act on behalf of the City of Cockburn. The Reference Group cannot direct staff, call tenders, award contracts, expend monies, direct volunteers or do anything that is the responsibility of the City of Cockburn.

**ESTABLISHMENT AND MEMBERSHIP**

The Reference Group is to be established and Membership appointed by Council in accordance with these Terms of Reference. The membership of the Road Safety and Travelsmart Reference Group shall generally comprise the following:

- Up to four (4) elected members as delegates of the City of Cockburn. The Elected Member representation will consist of the Mayor (or his delegate) and an elected Member from each Ward.
- One (1) WALGA RoadWise representative
- Up to six (6) representatives of organisations relevant to the promotion of road safety issues, which may be drawn from groups such as the following:

## Terms of Reference

- Western Australian Police Service
- Main Roads Western Australia
- Travelsmart Officer
- Youth Advisory Committee (YAC representative)
- Emergency Services
- Associations (Road User or Road Safety Group representative)

**PRESIDING MEMBER**

The presiding member shall be appointed by the Reference Group at its inaugural meeting under a procedure general agreed to by members present.

Where the Presiding Member is unable to attend a scheduled meeting of the Reference Group, an Acting Presiding Member is to be elected from the membership in attendance and is to preside for the duration of that meeting only.

The Presiding Member is responsible for the good and reasonable conduct of Reference Group meetings and shall determine the meeting procedures as required.

**MEETINGS**

Meetings will generally be held on a quarterly basis in February, May, August and November, with the start time and venue being determined by the Group. The Group will however determine meeting frequency based on the level of business required to be transacted.

**DEPUTATIONS**

With the prior approval of the Presiding Member any person/s or organisation/s may be invited to attend a meeting. At the discretion of the Presiding Member such person/s may address the meeting and/or contribute to discussion. They are however not entitled to vote on any decision arising at such meetings.

**SUB-REFERENCE GROUP**

The Reference Group may appoint a Sub-Reference Group of its members to undertake a scope of work determined by the Group. Such work is to be at the direction of the Reference Group and be within the purpose of this Terms of Reference and the activities and budget allocations approved by Council.

**CONDUCT OF MEMBERS**

Members will act in good faith, with honesty and integrity, demonstrating due regards for the authority of the Presiding Member and courtesy and respect in their dealings with all persons whilst undertaking the activities of the Road Safety and Travelsmart Reference Group.

## Terms of Reference

**DECLARATION OF MEMBERS INTEREST**

Members of the Reference Group are bound to disclose their interests on any issue which may influence their impartiality as determined by their financial or other likely involvements.

**QUORUM**

The quorum of any meeting shall be a half plus one of the number of appointed members.

**ATTENDANCE AT MEETING**

Members of the Reference Group shall endeavor to attend all scheduled meetings of the Reference Group.

A member unable to attend a meeting of the Reference Group shall inform either the Presiding Member or the City's nominated officer of his or her inability to attend and the reason for such, prior to the scheduled commencement of the meeting.

Where a member is absent without reasonable grounds throughout three (3) consecutive meetings of the Reference Group, the continuance of that membership position may be referred to Council for determination in order to ensure that the effective operation of the Reference Group is supported through sufficient membership participation.

**VOTING**

Voting shall be by consensus of the members present or by a simple majority if deemed necessary by the Presiding Member.

**MINUTES**

Minutes or notes of the Reference Group meetings shall be kept as a record of the Group's activities. Where a resolution of the Reference Group is required to be endorsed by Council, it will be subject to an officer report to an appropriate Meeting of the City of Cockburn.

**ADMINISTRATIVE SUPPORT**

The Traffic and Transport Engineer is the officer nominated to provide administrative support to the Reference Group. All activities and communications will be coordinated through the Traffic and Transport Engineer. All enquiries and requests for support should be directed through this officer.

**10.21 ARMADALE ROAD TO NORTH LAKE ROAD BRIDGE COMMUNITY REFERENCE GROUP**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (Elected Member) to the Armadale Road to North Lake Road Bridge Community Reference Group and \_\_\_\_\_ (Elected member) as a proxy member.

**Background**

In July 2018, Council resolved to establish this Reference Group at the request of Main Roads WA (MRWA) to engage with the local community in the progression of the construction phase of this Project.

**Submission**

N/A

**Report**

The intent of this Reference Group is to commence a regular Meeting schedule with the community members (appointed by MRWA) following the award of building contracts for the Project. City of Cockburn should be represented by one appointed elected member (or an appointed proxy member) plus senior staff from the City's Engineering and Works Unit and the Community Engagement Officer.

Contracts are due to be awarded shortly and it is timely for Council to reconsider its elected member delegates to this Reference Group. Currently, Councillor Sands is the appointed member and Councillor Separovich the proxy.

**Strategic Plans/Policy Implications**Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

Community representatives are appointed by MRWA.

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



**10.22 WA LOCAL GOVERNMENT ASSOCIATION - SOUTH METROPOLITAN ZONE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (maximum of three elected members) to the Western Australian Local Government Association (WALGA) South Metropolitan Zone.

**Background**

WALGA is the peak advocacy body representing local government in this State. It is comprised of a number of Zones, including the South Metropolitan Zone which covers the Districts of Melville, Fremantle, East Fremantle, Cockburn, Kwinana and Rockingham.

**Submission**

N/A

**Report**

WALGA Zone Meetings consider a broad range of portfolio functions across the spectrum of local government responsibilities that have the capacity to impact on local communities generically. Each Zone submits recommendations from its Meetings to be considered by the WALGA State Council (Executive). Once adopted, the State Council decisions become the official position promoted on behalf of the sector.

Most recent Council appointed delegates to the Zone were Mayor Howlett and Councillors Smith and Reeve – Fowkes. Mayor Howlett was also one of the three zone delegates to WALGAs State Council.

Zone Meetings are conducted on the last Monday of each month at 5.30pm on a rotational basis at member local government offices.

**Strategic Plans/Policy Implications****Leading & Listening**

Deliver sustainable governance through transparent and robust policy and processes.

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

**Budget/Financial Implications**

Council allocates annual membership subscriptions to WALGA.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.23 SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION (INC)**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) to the South West Corridor Development Foundation (Inc.).

**Background**

The South West Corridor Development Foundation (Inc.) (SWCDEF) is an incorporated body whose membership consists of each of the participating South West Group local governments, as well as regional Chambers of Commerce and employment based organisations.

**Submission**

N/A

**Report**

The Foundation has as its primary focus the economic development and employment interests of the South West Metropolitan local governments.

Meetings are conducted on a quarterly basis at member local governments on a rotational basis and are administered by the South West Group.

Council was previously represented on this organisation by Councillor Smith.

**Strategic Plans/Policy Implications**City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Economic, Social & Environmental Responsibility

Increase local employment and career opportunities across a range of different employment areas.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.24 SOUTH WEST REFERENCE GROUP (ENVIRONMENTAL FORUM)**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) to the South West Reference Group.

**Background**

The South West Reference Group was established by the South West Group, which comprises the six local authorities in the South West Metropolitan region of Perth.

**Submission**

N/A

**Report**

The role of this Group is to:

- Oversee the implementation of the Regional Natural Resource Management (NRM) Strategy developed through the South West Group
- Provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy
- Actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region, and
- Identify opportunities to improve collaboration on NRM activities between South West Group member local governments and stakeholder organisations.

The Group is administered through the South West Group. Meetings are held quarterly at South West Group member local governments on a rotational basis.

While it is intended that Council's nominee to the Group be an elected member, it is acceptable for an officer of the City (Environmental Officer) to be appointed.

Previously, Council's elected member representative was Councillor Smith.

**Strategic Plans/Policy Implications****Economic, Social & Environmental Responsibility**

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Further develop adaptation actions including planning; infrastructure and ecological management to reduce adverse outcomes arising from climate change.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.25 METROPOLITAN REGIONAL ROAD GROUP (MRRG) AND SOUTH WEST METROPOLITAN SUB GROUP**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Metropolitan Regional Road Group (MRRG) and the MRRG South West Metropolitan Regional Road Group (SWMRRG).

**Background**

The Metropolitan Regional Road Group (MRRG) manages and administers State Government funding allocated for road projects and Black Spot Programs on the local road network in the Perth Metropolitan area, in line with established policies and guidelines for the distribution of the State Road Funds Program. The MRRG is administered by Main Roads WA.

The South West Metropolitan Regional Road Group (SWMRRG) is a sub – group of the MRRG which represents the specific interests of the six local governments which are members of the South – West Group. The SWMRRG is administered by the South West Group.

**Submission**

N/A

**Report**

While the MRRG is required to oversee the overall State Government funding allocation to the Local Roads Program within the Metropolitan area, the SWMRRG is one of six metropolitan wide sub–groups established to assist the MRRG with the management and consideration of local road issues pertaining to its regional geography.

The SWMRRG reviews the funding allocation for road projects and Black Spot Programs for the local governments in the South West Metropolitan area and forwards its recommendations to the MRRG.

For this reason, it is preferable that the elected member nominee be the same for both organisations. The Groups meet on an as required basis throughout the year as advised by the secretariats for each Group. The SWMRRG usually meets at the City of Melville, but may be hosted by any of the member local governments.

Council's previous nominee to both of these Groups was Mayor Howlett.

**Strategic Plans/Policy Implications**Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Continue advocacy for a better solution to regional freight movement.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Low" level of "Brand / Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



**10.26 COCKBURN SOUND MANAGEMENT COUNCIL**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Cockburn Sound Management Council (CSMC).

**Background**

The Cockburn Sound Management Council (CSMC) was established in 2000 to coordinate environmental planning and management of Cockburn Sound and its catchment.

**Submission**

N/A

**Report**

The CSMC is a State Government entity which is responsible for management of activities within Cockburn Sound and adjacent areas. It consists of 23 members representing all three levels of government, recreational, conservation and industry groups and the general community.

Meetings are conducted on an as required basis at the City of Rockingham and the CSMC is administered by the State Government Department of Water and Environment.

Council's previous delegate was Cr Reeve – Fowkes, with the City's Environment Manager in attendance as a technical adviser.

**Strategic Plans/Policy Implications**Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Further develop adaptation actions including planning; infrastructure and ecological management to reduce adverse outcomes arising from climate change.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.27 JANDAKOT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Jandakot Regional Park Community Advisory Committee (JRPCAC).

**Background**

The Jandakot Regional Park Community Advisory Committee (JRPCAC) is a community based organisation, the primary objectives of which are to oversee the implementation of the Jandakot Regional Park Management Plan, which was initially prepared in 2010.

**Submission**

N/A

**Report**

The Jandakot Regional Park comprises of protected bush areas and nature reserves within the districts of Cockburn, Armadale and Kwinana. The Park is subject to a Management Plan, which was prepared by the Conservation Commission and is administered by the State Government Department of Biodiversity, Conservation and Attractions, in conjunction with participant Councils and the JRPCAC.

The Committee consists of representation from State and Local government, plus members of the community. Meetings are held quarterly on a Tuesday from 4.30 pm in February, May, July and October (October meeting scheduled for next Tuesday 29<sup>th</sup>) at the Cockburn Wetlands Education Centre, in Bibra Lake.

Council's previous representative to the Committee was Cr Sands, with an Environmental Officer of the City attending the Meetings in a technical advisory capacity.

**Strategic Plans/Policy Implications**

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputational” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.28 COCKBURN WETLANDS EDUCATION CENTRE (INC.)**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Cockburn Wetlands Education Centre Inc. (CWECC) Board of Management and \_\_\_\_\_ (elected member) as Deputy.

**Background**

The Cockburn Wetlands Education Centre (CWECC) has been in operation since the early 1990's at its current location in Hope Road, Bibra Lake. The City of Cockburn is a major ongoing sponsor of the Centre and its activities and provides recurrent funding to the organisation which supports its administration.

**Submission**

N/A

**Report**

Given the high level of monetary support provided by Council to CWECC each year, it is logical that the City participates in the management of the Centre to oversee its investment and to ensure Council's interests are monitored, given the diversity of activities which occur at the Centre and in adjacent surroundings.

Regular CWECC Board meetings occur at the Centre on a quarterly basis on a Monday and commence at 5.30pm.

The previous Council nominated delegates to the CWECC Board were Cr Separovich and Cr Sands (Deputy).

**Strategic Plans/Policy Implications**Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.29 WOODMAN POINT REGIONAL PARK COMMUNITY ADVISORY COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints (\_\_\_\_\_) elected member as its representative to the Woodman Point Regional Park Community Advisory Committee.

**Background**

The City of Cockburn has been represented on the Woodman Point Regional Park Community Advisory Committee (WPRPCAC) since February 2018. The Committee provides a forum to discuss issues affecting the Regional Park and its primary role is to assist in planning for any future development of the Park and to provide advice on its ongoing management.

**Submission**

N/A

**Report**

The Committee consists of representatives from the Department of Biodiversity, Conservation and Attractions (DBCA), Department of Transport and the Department of Local Government, Sport and Cultural Industries, in addition to community members.

The Committee meets on a quarterly basis (March, June, September and November) on a Tuesday from 5.00pm at the Woodman Point Recreation Camp, Coogee. The Committee is administered by the DBCA, Regional Parks Unit.

Council's previous appointed representative to the Committee was Cr Separovich.

**Strategic Plans/Policy Implications****Economic, Social & Environmental Responsibility**

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



**10.30 WOODMAN POINT WASTE WATER TREATMENT PLANT  
COMMUNITY REFERENCE GROUP**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Woodman Point Waste Water Treatment Plant Community Reference Group (WPWWTPCRG) and \_\_\_\_\_ (elected member) as Deputy.

**Background**

The Water Corporation has established the WPWWTPCRG for the following purpose:

- Provide advice to Water Corp on the impact of the plant on neighbouring communities
- Provide input to odour assessment and modelling in the development of odour management strategies, and
- Facilitate feedback and input from the community on the operations of the plant.

**Submission**

N/A

**Report**

The Reference Group is administered by Water Corp and invites the City to provide an elected member delegate and deputy delegate to attend its meetings, which are held on an occasional basis at the Woodman Point site Training Room.

Council was previously represented on the Reference Group by Cr Reeve – Fowkes and Cr Separovich. In addition, the City's Manager, Environmental Health attends the meetings in a technical advisory capacity.

**Strategic Plans/Policy Implications**

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.31 JANDAKOT AIRPORT COMMUNITY AVIATION CONSULTATION GROUP**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Jandakot Airport Community Aviation Consultation Group (JACACG) and \_\_\_\_\_ (elected member) as Proxy.

**Background**

The Federal Government has established a nationwide system of Community Aviation and Consultation Groups (CACGs) for all airports in Australia which are controlled by the (Commonwealth) Airports Act 1996. Jandakot Airport is one such organisation and has had a CACG in operation for many years.

**Submission**

N/A

**Report**

The primary role and scope of the JACACG is to address planning and development issues and other operational issues, particularly noise generated, which may affect neighbouring communities.

Membership of the JACACG includes the Cities of Cockburn, Melville, Canning and Gosnells, as well as the State Government (Departments of Planning and Transport), the Royal Aero Club of WA and members of the surrounding local communities.

Meetings are administered by Jandakot Airport Holdings and held on a quarterly basis (November, February, May and August) at the Jandakot Airport Management Centre on a Wednesday, from 4.00pm.

Previous Council appointed delegates were Cr Smith and Cr Reeve – Fowkes (Proxy).

**Strategic Plans/Policy Implications****Economic, Social & Environmental Responsibility**

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.32 COCKBURN COAST STEERING COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Cockburn Coast Steering Committee and \_\_\_\_\_ (elected member) as Deputy.

**Background**

Since 2009, there has been collaborative liaison between the Cities of Cockburn and Fremantle, together with representatives from the State Government (Department of Planning and Development WA - previously called Land Corp) to progress planning and development for the project area known as 'Cockburn Coast'.

One of the key ongoing tasks for the Cockburn Coast Steering Committee (CCSC) is to manage master planning for the area in conjunction with the Metropolitan Region Scheme (MRS) and Town Planning Scheme (TPS) framework. This represents a considerable undertaking and will require the appropriate resources and strategic direction from key stakeholders for successful implementation.

**Submission**

N/A

**Report**

The Steering Committee is an important strategic driver for the Cockburn Coast project.

Previously, the City of Cockburn and City of Fremantle, has provided elected member representation to the Committee. In addition, Development WA is providing the administrative support to the Committee. Meetings are held on an occasional basis at the City of Cockburn, usually from 3.00pm in the afternoon. Previous Council appointed representatives were Cr Reeve – Fowkes and Mayor Howlett (Deputy).

**Strategic Plans/Policy Implications**City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.33 COCKBURN COAST LIAISON GROUP**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Cockburn Coast Liaison Group and \_\_\_\_\_ (elected member) as Deputy.

**Background**

The Group consists of inter – agency liaison on the redevelopment of the Cockburn Coast (as shown in Development Area 33 of the City of Cockburn Town Planning Scheme No. 3).

**Submission**

N/A

**Report**

The Group has its primary focus the following functions:

- Progress the objectives of the redevelopment area
- Identify potential opportunities for activation of the 'Main Street' and "Power Station" components of the development
- Be the entity which receives project updates from member stakeholders

Formal membership of the Group consists of no more than three representatives each from the City of Cockburn, Department of Planning and Development WA (previously called Landcorp).

Development WA provides administrative assistance to the Group and Meetings are called on an as required basis and held at the City of Cockburn offices.

Previous Council appointed delegates to the Group were Cr Reeve – Fowkes and Mayor Howlett (Deputy). In addition, the Director, Planning and Development attends meetings to provide technical advice.

**Strategic Plans/Policy Implications**City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

**Budget/Financial Implications**

N/A

**Legal Implications**

The Metropolitan Region Scheme and the City of Cockburn Town Planning Scheme No. 3 refer.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil



**10.34 MELVILLE - COCKBURN CHAMBER OF COMMERCE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Melville – Cockburn Chamber of Commerce, and \_\_\_\_\_ (elected member) as Deputy.

**Background**

The City of Cockburn has been an active contributor and sponsor of the Melville – Cockburn Chamber of Commerce (MCCC) since the early 1990s. The Chamber provides a resource for businesses in the Cities of Cockburn and Melville to access and both Cities are invited to represent the interests of local government at their regular networking events.

**Submission**

N/A

**Report**

The MCCC is the local 'branch' of the Chamber of Commerce and Industry and is the forum which provides an avenue for local small business proprietors to source advice and information on matters which affect business, primarily from a statutory and government regulation perspective. The MCCC also arranges regular events, seminars and networking functions for the mutual benefit and interest of its membership.

The previous Council appointed representatives to the MCCC were Cr Terblanche and Mayor Howlett (Deputy).

**Strategic Plans/Policy Implications**Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Increase local employment and career opportunities across a range of different employment areas.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.35 COCKBURN CENTRAL YOUTH CARE COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) as its representative to the Cockburn Central Youth Care Council.

**Background**

The City of Cockburn supports the Cockburn Central Youth Care Council (CCYCC) with an annual donation towards funding a Chaplaincy Service at Lakeland Senior High School (LSHS). The annual amount is recommended to Council through the Grants and Donations Committee.

**Submission**

N/A

**Report**

Having an appointed elected member as Council's representative to the CCYCC is a means of assessing the value received by the City of Cockburn for its financial contribution to this service.

The CCYCC meets on a quarterly basis (February, May, August and November) from 9.15am at the Jandakot Primary School.

Mayor Howlett was previously appointed as Council's representative.

**Strategic Plans/Policy Implications**

Council Policy "Funding for Community Organisations and Individuals" refers.

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**10.36 BEELIAR REGIONAL PARK COMMUNITY ADVISORY COMMITTEE**

**Author(s)** D Green

**Attachments** N/A

**RECOMMENDATION**

That Council appoints \_\_\_\_\_ (elected member) to the Beeliar Regional Park Community Advisory Committee (BRPCAC).

**Background**

The Beeliar Regional Park Community Advisory Committee (BRPCAC) provides a forum at which issues affecting the Park are discussed. The Committee's role is to provide advice to the relevant Management Agency (Department of Biodiversity, Conservation and Attractions or DBCA) on matters related to the ongoing environmental management of the Park.

**Submission**

N/A

**Report**

The Beeliar Regional Park has an established Community Advisory Committee which consists of representatives from the DBCA Regional Parks and Wildlife Unit, relevant local governments, other agencies which may have a management role or interest and community members.

The City of Cockburn is responsible for management of the following reserves which form part of the Beeliar Regional Park:

- Manning Park
- Market Garden Swamp
- Lake Coogee
- Bibra Lake
- Little Rush Lake, and
- Yangebup Lake

The Committee is administered by the Department of Biodiversity, Conservation and Attractions and meets quarterly in February, May,

August and November at the Cockburn Wetlands Education Centre in Bibra Lake. Meetings are held on a Thursday and commence at 4.00pm.

Council's previous representative to the Committee was Cr Separovich.

**Strategic Plans/Policy Implications**

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Low" of "Brand / Reputation" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

**Implications of Section 3.18(3) *Local Government Act, 1995***

Nil

**11. CONFIDENTIAL BUSINESS**

Nil

**12. RESOLUTION OF COMPLIANCE**

**RECOMMENDATION**

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

**13. CLOSURE OF MEETING**